TOSHIBA

MULTIFUNCTIONAL DIGITAL SYSTEMS

Operator's Manual for Copying Functions

e-STUDIO165/205

EPA ENERGY STAR ® (MFD)

The United States Environmental Protection Agency (EPA) has introduced a voluntary programme, the ENERGY STAR programme, to encourage the widespread and voluntary use of energy-efficient technologies that enhance the workplace, improve product performance and prevent pollution. As an ENERGY STAR Partner, the TOSHIBA TEC CORPORATION has determined that this copier model meets the ENERGY STAR guidelines for energy efficiency.

ENERGY STAR guidelines for this class of copier require ENERGY STAR copiers to have a 'Sleep mode' feature that automatically makes the copier enter the sleep mode after a period of inactivity. The copier must also automatically change to a 'Low power mode' after a certain period of time since the last usage.

Specifically, this copier complies with the following requirements.

Low power mode:
The equipment automatically enters this mode when a specified period of time (the default setting at the time of shipment: 15 minutes) has passed since its last use. "Saving energy" appears on the LCD screen.

Sleep mode:
The equipment automatically enters this mode when a specified period of time (the default setting at the time of shipment: 30 minutes) has passed since its last use. "Sleep mode" appears on the LCD screen.

A maximum of 70 W (in the sleep mode) is provided as standard power consumption in the ENERGY STAR. The power consumption of this equipment is within the provided one both in the lower power mode and sleep mode.

Note 1: The period from the last use to the time the equipment enters into the sleep mode or the low power mode can be changed. See the following page for details:

Note 2: In the sleep mode, the equipment starts warming itself up when print data are received, or when any button on the control panel is pressed. When the warm-up has completed, the equipment enters into the ready status and starts printing out the data.

In accordance with EPA ENERGY STAR programme guidelines, TOSHIBA recommends the following recycled paper.
Great White MultiUse 20 paper
If you have any questions regarding the use of recycled paper or some recommended types of recycled paper, please contact your authorized TOSHIBA dealer.

ENERGY STAR is a U.S. registered mark.

Notice to Users

After a suitable place has been selected for the installation of the e-STUDIO165/205, please do not change it. Avoid excessive heat, dust, vibration and direct sunlight. Also, provide proper ventilation as the copier emits a small amount of ozone.

For EU only

Warning:
This is a Class A product. In a domestic environment this product may cause radio interference in which case the user may be required to take adequate measures.

Working environment
From EMC (Electromagnetic Compatibility) point of view, the operation of this product is being restricted in following environments:
- Medical Environments: This product is not certified as a medical product according to the Medical Product Directive 93/42/EEC.
- Domestic environments (e.g. a private living room with TV / Radio sets in the nearby surrounding area) because this is a so called EMC class A product. In a domestic environment this product may cause radio interference in which case the user may be required to take adequate measures!

Any consequences resulting from the use of this product in restricted working environments are not the responsibility of TOSHIBA TEC.
The consequences of the use of this product in restricted working environments may be an electromagnetic interference with other devices or machines in the nearby surrounding area. This can result into malfunction including data loss / data error pertaining to this product or the other devices / machines involved in the electromagnetic interference.
Furthermore, for general safety reasons, the use of this product in environments with explosive atmospheres is not permitted.

CE compliance
This product is labelled with the CE mark in accordance with the provisions of the applicable European Directives, notably the Low Voltage Directive 73/23/EEC and the Electromagnetic Compatibility Directive 2004/108/EEC for this product and the electric accessories, the Radio Equipment and Telecommunications Terminal Equipment Directive 99/5/EEC for the telecommunication accessories.
CE marking is the responsibility of TOSHIBA TEC GERMANY IMAGING SYSTEMS GmbH, Carl-Schurz-Str. 7, 41460 Neuss, Germany, phone +49-(0)-2131-1245-0.
For a copy of the related CE Declaration of Conformity please contact your dealer or TOSHIBA TEC.

For Germany only

Machine Noise Information
Ordinance 3. GPSGV: The maximum sound pressure level is equal or less than 70 dB(A) according to EN ISO 7779

Following information is for EU-member states only:

This product is marked according to the requirement in EU-Directive 2002/96/EC.
(Directive on Waste electrical and electronic equipment - WEEE)

The use of the symbol indicates that this product may not be disposed as unsorted municipal waste and has to be collected separately. By ensuring this product is disposed of correctly, you will help prevent potential negative consequences for the environment and human health, which could otherwise be caused by inappropriate waste handling of this product.
For more detailed information about the take-back and recycling of this product please contact your supplier where you purchased the product.

Lineup of Our Manuals

Thank you for purchasing the TOSHIBA multifunctional digital systems e-STUDIO165/205. We have provided you with these manuals for the operation of this equipment. Select and read the manual best suited to your needs.
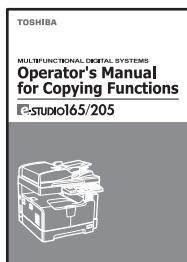
Operator's Manual for Copying Functions
This manual describes the basic operations, mainly copying functions, of this equipment. Be sure to read this before you use the equipment.
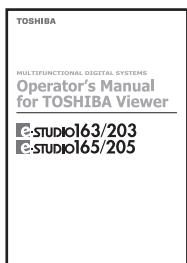
Operator's Manual for TOSHIBA Viewer (PDF)
This manual describes how to use the co-packed application software TOSHIBA Viewer, and how to print data from other Windows applications to this equipment.

To read manuals in PDF (Portable Document Format) files

Viewing and printing this operator's manual in PDF files require that you install Adobe Reader or Adobe Acrobat Reader on your PC. If Adobe Reader or Adobe Acrobat Reader is not installed on your PC, download and install it from the website of Adobe Systems Incorporated.

Before Reading This Manual

This operator's manual describes the following:
- How to use this equipment
- How to inspect and carry out maintenance on this equipment
- How to remedy mechanical and copying problems

Precautions in this manual

To ensure correct and safe use of this equipment, this operator's manual describes safety precautions according to the three levels shown below.
You should fully understand the meaning and importance of these items before reading this manual.

Warning	Indicates a potentially hazardous situation which, if not avoided, could result in death, serious injury, or serious damage, or fire in the equipment or surrounding assets.
Caution	Indicates a potentially hazardous situation which, if not avoided, may result in minor or moderate injury, partial damage of the equipment or surrounding assets, or loss of data.
Note	Indicates a procedure you should follow to ensure the optimal performance of the equipment and problem-free copying.

Other than the above, this manual also describes information that may be useful for the operation of this equipment with the following signage:

|	
Tip	Describes handy information that is useful to know when operating the equipment.
	Pages describing items related to what you are currently doing. See these pages as required.

Description of original/paper direction

Paper or originals of A4 or B5 size can be placed either in a portrait direction or in a landscape direction. In this manual, "-R" is added to this paper size when this size of paper or original is placed in a landscape direction.

e.g.) A4 size original on the original glass
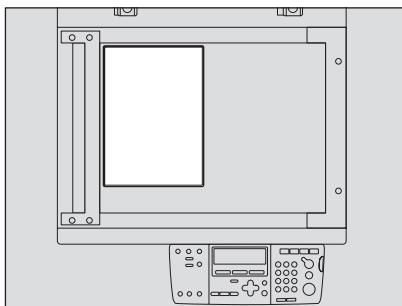
Placed in a portrait direction: A4
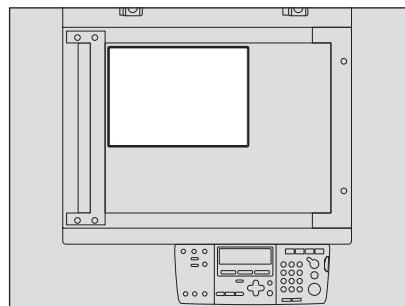
Placed in a landscape direction: A4-R

Paper or originals of A3 or B4 size can only be placed in a landscape direction, therefore "-R" is not added to these sizes.

Screens

Screens on this manual may differ from the actual ones depending on the use-environment of the equipment such as the installing status of options.

Trademarks

- Microsoft and Windows are the trademarks of Microsoft Corporation in the US and other countries.
- Adobe, Adobe Acrobat, Adobe Reader and Adobe Acrobat Reader are the trademarks of Adobe Systems Incorporated.
- Other company or product names shown in this manual may be a brand name or a trademark of each company.

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TOSHIBA Quality is Second to None

Recommended toner cartridges

To assure optimal printing performance, we recommend that you use TOSHIBA toner cartridges.

If you use a TOSHIBA-recommended toner cartridge, you can utilize the following two check functions of this equipment:

Cartridge detecting function:
This function checks if the toner cartridge is correctly installed and notifies you if it is not.

Toner remaining check function:
This function notifies you when there is little toner remaining in the cartridge, as well as notifying it to your service representative automatically by the remote service.

Any copying or printing operation is available even if you are using a toner cartridge other than the one we recommend. In that case, however, the equipment cannot detect whether the toner cartridge is installed or not and therefore an error message "Toner not recognized" appears on the LCD screen, even if the toner cartridge is correctly installed. You cannot utilize the toner remaining check function and the remote service function notifying your service representative automatically either.
If you are using a toner cartridge other than the one we recommend and you feel annoyed by this message, contact your service representative. Your service technician will cancel the cartridge detecting function set by default. Remember once this function has been cancelled, you will not be able to utilize the two functions mentioned above even if you change the cartridge to the one we recommend.

Supplies / Parts

Dependability

Genuine TOSHIBA supplies are subjected to the strictest of inspections so that every supply you receive will perform at optimal levels.

High Productivity

Genuine TOSHIBA supplies are created to meet the demands of our competitive world and provide high-speed reliable copies when you need them.

Stable Image Quality

Genuine TOSHIBA supplies are designed to provide consistently stable image output.

Copier Kind

Genuine TOSHIBA supplies are designed to keep the equipment and all its parts in trouble-free working order. Reduction of machine wear is due to TOSHIBA's intimate knowledge of the equipment's characteristics ensuring the highest standard of care.

Machine Balance

From the beginning TOSHIBA supplies and machines were made for each other. Whenever TOSHIBA designs a new machine, it also designs a new toner that is made just for that machine. By using Genuine TOSHIBA supplies with TOSHIBA equipment, you are guaranteed optimum performance.

Toner

Optimum Image Quality

TOSHIBA toner is manufactured using ultra-fine quality materials under precisely controlled conditions to ensure that your TOSHIBA equipment will continually generate sharp high-quality images.

Cost Advantage

Genuine TOSHIBA toner provides value. Only the proper amount of toner is used during the reproduction process thereby enabling the machine to continue to operate until all the toner has been used. In this way you get the full value from each cartridge used.

Environmental Harmony

Genuine TOSHIBA toner is manufactured with the environment in mind. To care for Mother Earth, we use embossed or plastic labels making our toner cartridges fully recyclable. In addition, dust and ozone levels have been reduced to improve the working environment.

User Friendly

Before approving our toners for sale, we test them to be sure that they pass the strictest of health standards. This takes the worry out of handling the toner.

General

Service and Support Benefits

TOSHIBA's Service technicians are certified to keep your equipment performing at optimum levels. To ensure continuous image quality, utilize an authorized TOSHIBA Service provider to care for and perform periodical maintenance on your equipment.

Features of e-STUDIO165/205

A black-and-white copier the e-STUDIO165/205 has realized the copying speed of 16 copies per minute[*1](the e-STUDIO165) and also the copying speed of 20 copies per minute[*1] (the e-STUDIO205). Both of them can be a printer and a scanner when they are connected to your PC with a USB cable[*2, *3].

The e-STUDIO165/205 also has functions as a Fax, a network scanner and a network printer, namely, it remarkably saves time and space at your workplace.

Lightweight and space-saving equipment with more emphasis on basic functions

- The receiving tray is relocated to the equipment's inner side, occupying as little space as possible.
- Operability of the control panel has been upgraded with its larger buttons and LCD screen.
- A wide range of paper sizes from A3 to A5-R are acceptable.
- The bypass tray equipped as a standard unit makes copying on various media types such as overhead transparencies possible.
- Scanning data with a TWAIN driver is enabled as a standard function.
- A rich variety of convenient copying functions are adopted.

Functions extended by various options

- The Reversing Automatic Document Feeder (RADF) / Automatic Document Feeder (ADF) dramatically saves the time when you need to copy massive amounts of originals.
- The Scanner Upgrade Kit promotes paperless at your office.
- The Fax Kit can add a function as a Fax machine.
- The Network Printer Kit works as a shared printer at your office.
- The Paper Feed Unit (PFU), the Paper Feed Pedestal (PFP) and the Drawer Module can add maximum 4 more drawers.
- The Expansion Memory can increase the maximum number of originals which can be scanned in one go when the finishing mode is used.

Ecological energy-saving design

- A toner recycling system which produces no used toner is adopted.
- Its warm-up time is shortened to approx. 25 seconds.
- The low power mode, which reduces unnecessary electric power by having the fuser unit temperature lowered while the equipment is left inactive, is adopted.
- The sleep mode, which maintains the smallest possible power consumption during the equipment's inactive period after it has not been used within a specified period of time, is adopted.

*1 These speeds are realized in the non-sort mode, when A4 originals placed in a portrait direction are continuously copied and the Reversing Automatic Document Feeder (optional) / Automatic Document Feeder (optional) is not used.

*2 When this equipment is used as a printer, the co-packed software needs to be installed into your PC.

*3 When the equipment is used as a network printer with the Network Printer Kit (optional) installed, it cannot be connected with your PC with a USB cable and used as a local printer.

General Precautions

When installing or moving

Warning

- This equipment requires 220 to 240 V AC, 8 A 50/60 Hz electric power. For Saudi Arabia 100 V version, it requires 127 V AC, 12 A 50/60 Hz electric power.
  Do not use a power supply with a voltage other than that specified.
  Avoid multiple connections in the same outlet. This could cause a fire or give you an electric shock. If you are considering increasing the number of outlets, contact an electrician.
- Always connect this equipment to an outlet with an earth connection to avoid the danger of fire or electric shock in case of short-circuiting. Contact your service representative for the details. Be sure to use a 3-conductor, grounded wall outlet.
  In areas, where a 2-pin plug is used, the equipment must be grounded for safety. Never ground it to a gas pipe, a water pipe, or any other object not suitable for grounding.
- Plug the power cable securely into the outlet. If it is not plugged in properly, it could heat up and cause a fire or give you an electric shock.
- Do not damage, break or attempt to repair the power cable.
  The following things should not be done to the power cable.
  - Twisting it
  - Bending it
  - Pulling it
  - Placing anything on it
  - Making it hot
  - Situating it near radiators or other heat sources
  This could cause a fire or give you an electric shock. If the power cable is damaged, contact your service representative.
- When removing the plug from the outlet, do not pull the power cable. Always hold the plug when removing it from the outlet. If the power cable is pulled, the wires may become broken and this could cause a fire or give you an electric shock.
- Make sure that the ventilation holes are not blocked up.
  If the temperature within the equipment becomes too high, a fire could result.
- Do not install the equipment by yourself or try to move it once it has been installed. This could result in an injury or damage to the device. Contact your service representative if the equipment needs to be installed or moved.
- Pull the plug out from the outlet more than once a year to clean around the prongs. Accumulating dust and dirt could cause a fire due to the heat released by electric leakage.

Caution

- Avoid placing the equipment in a place unsuitable for its weight and also make sure the surface is level.
  Remember that if the equipment falls over, serious injuries could result.
  Weight of the equipment: approx. 32.5 kg
- Be sure to use the adjusters (safety stopper) to fix the equipment firmly to the floor after moving/installing it. Make certain that the equipment is steady. If it moves, it could fall over and injure someone.
  📖 P.21 "How to Use Antiskid Devices"
- When connecting the interface cable to the equipment, be sure to turn the power OFF. If the power is not turned off, you could get an electric shock.

Other points

- The socket outlet shall be installed near the equipment and shall be easily accessible.
- Make sure that there is enough space around the system to facilitate changing of parts, maintenance and clearing paper jams.
  If there is insufficient space, some operations, such as bypass feeding, will become difficult and the equipment could even break down.
  To insure optimal operation, allow clearances of at least 80 cm on the right, and 10 cm on the left and behind.
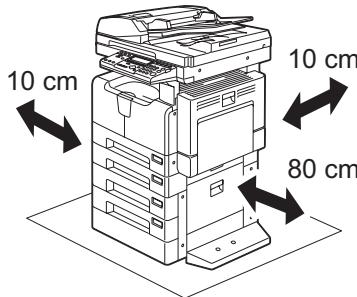
- Be sure to fix the power cable securely so that no one trips over it.
- Adverse environmental conditions may affect the safe operation and performance of the equipment, and the equipment could break down.
    - Avoid locations near windows or with exposure to direct sunlight.
    - Avoid locations with drastic temperature fluctuations.
    - Avoid too much dust.
    - Avoid locations that suffer from vibration.
- Allow the air to flow freely and make sure of ventilation.
  With inadequate ventilation, the unpleasant odor released by the ozone will begin to dominate the atmosphere.

When using the equipment

Warning

- Do not place metallic objects or containers with liquid (flower vases, coffee cups, etc.) on or near the equipment. And keep paper clips and staples away from the air vent. This could cause a fire or give you an electric shock.
- If the equipment becomes excessively hot, smoke comes out of it or there is an odd smell or noise, proceed as follows.
  Turn the power OFF and remove the plug from the outlet, then contact your service representative.
- If the equipment will not be used for more than one month, remove the plug from the outlet for safety purposes during that time.
  This could cause a fire or give you an electric shock if an insulation failure occurs.

Caution

- Do not place heavy objects (4 kg or more) on the original glass and do not press on it with force. Breaking the glass could cause personal injury.
- Do not place heavy objects (4 kg or more) on the equipment. If the objects fall off, this could cause injury.
- Be careful not to let your fingers be caught when closing the drawer. This could injure you.
- Do not remove or connect the plug with wet hands, as this could give you an electric shock.
- Do not touch the fuser unit or the metal area around it. Since they are very hot, you could be burned or the shock could cause you to get your hand injured in the machine.
- Be careful not to let your fingers be caught between the equipment and the side cover. This could injure you.
- Do not touch the photoconductive drum surface or the transfer charger. This could cause image problems.
- Do not touch the hinge (= a connecting part) on the rear side of the Reversing Automatic Document Feeder (optional) / Automatic Document Feeder (optional). This could catch and injure your fingers when you open or close the Reversing Automatic Document Feeder (optional) / Automatic Document Feeder (optional).

Position of Certification label, etc.

Explanatory label

CLASS 1 LASER PRODUCT
APPAREIL À LASER DE CLASSE 1
LASER KLASSE 1
PRODUCTO DE LASER DE CLASE 1
クラス１レーザー製品
>PS<

Identification label

TOSHIBA
MULTIFUNCTIONAL DIGITAL SYSTEMS
/SYSTEME MULTIFONCTION NUMERIQUE e-STUDIO165
MODEL/MODELE DP-1650
220-240V ～
50/60Hz 8A
NO:
TOSHIBA TEC CORPORATION
MADE IN CHINA/FABRIQUE EN CHINE

Warning label

危険-ドラムユニットを外したり光学ユニットを開けたときドアスイッチを無効に
するとクラス３Ｂの不可視レーザー放射の恐れあり。ビームの直接暴露を避けよ。

DANGER-CLASS 3B INVISIBLE LASER RADIATION WHEN OPTICAL UNIT OPEN
OR DRUM UNIT REMOVED AND INTERLOCK DEFEATED. AVOID DIRECT
EXPOSURE TO BEAM.

VORSICHT-KLASSE 3B
UNSICHTBARE LASERSTRAHLUNG,
WENN DIE ABDECKUNG GEÖFFNET
ODER DIE TROMMEL
ENTFERNT UND DIE
VERRIEGELUNG
UNWIRKSAM
GEMACHT WIRD.
NICHT DIREKT
DEM STRAHL
AUSSETZEN.

DANGER-CLASSE 3B RAYON LASER
INVISIBLE LORSQUE LE BLOC OPTIQUE
EST OUVERT, LE TAMBOUR RETIRE ET LE
VERROUILLAGE HORS D'USAGE. EVITER
L'EXPOSITION DIRECTE AU RAYON.

PELIGRO-RADIACION INVISIBLE DE
LASER CLASE 3B CUANDO LA UNIDAD
OPTICA ESTA ABIERTA O LA UNIDAD
DEL CILINDRO ES RETIRADA Y CUANDO
EL INTERRUPTOR DE SEGURIDAD ESTA
DE SACTIVADO. EVITE EXPOSICION
DIRECTA AL RAYO.
>PS<

Warning for high-temperature areas
(ventilation holes)

Warning for high-temperature areas
(fuser unit)
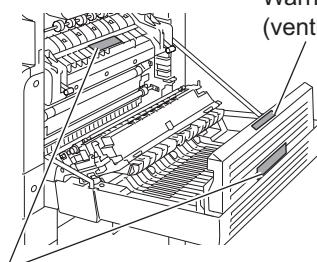
Other points

- Do not turn the power OFF with jammed paper left inside the equipment. This could cause malfunctions when the main switch is turned ON next time.
- Be sure to turn the power OFF when leaving the office or if there is a power failure.
- Be careful because the paper exit area and paper just after exiting are hot.
- Do not place anything other than paper on the receiving tray. This could disturb a normal operation and cause malfunctions.

During maintenance or inspection

Warning

- Never attempt to repair, disassemble or modify the equipment by yourself. You could cause a fire or get an electric shock.
  Always contact your service representative for maintenance or repair of the internal parts of the equipment.
- Always keep the plug and outlet clean. Prevent them from accumulating dust and dirt. This could cause a fire and give you an electric shock due to the heat released by electric leakage.
- Do not let liquids such as water and oil get into the system when cleaning the floor. This could cause a fire and give you an electric shock.

Other points

- Do not use such solvents as thinner or alcohol when cleaning the surface of the equipment.
  - This could warp the shape of the surface or leave it discoloured.
  - When using a chemical cleaning pad to clean it, pay attention to any cautionary points.

When handling supplies

Warning

- Never attempt to incinerate toner cartridges. This could cause an explosion. Do not dispose of used toner cartridges. Contact your service representative.

How to Use Antiskid Devices

The Paper Feed Pedestal (optional) has 4 antiskid devices and 2 fall-preventing stoppers under its bottom. When moving this equipment, turn them in the direction of arrows (see figures below) and raise them to unfix the equipment. After it has been moved, be sure to turn them in the opposite direction and lower them to fix it.

Adjusters   Safety stoppers
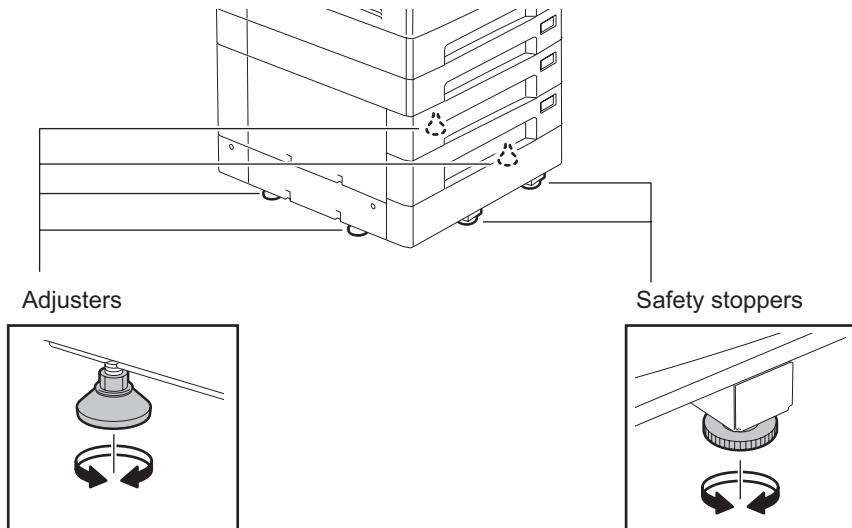
Warning

Do not install the equipment by yourself or try to move it once it has been installed.
This could result in an injury or damage to the device. Contact your service representative if the equipment needs to be installed or moved.

Disclaimer Notice

The following notice sets out the exclusions and limitations of liability of TOSHIBA TEC CORPO-RATION (including its employees, agents and sub-contractors) to any purchaser or user ('User') of the e-STUDIO165/205, including its accessories, options and bundled software ('Product').

1. The exclusion and limitations of liability referred to in this notice shall be effective to the full-est extent permissible at law. For the avoidance of doubt, nothing in this notice shall be taken to exclude or limit TOSHIBA TEC CORPORATION's liability for death or personal injury caused by TOSHIBA TEC CORPORATION's negligence or TOSHIBA TEC CORPORA-TION's fraudulent misrepresentation.

2. All warranties, conditions and other terms implied by law are, to the fullest extent permitted by law, excluded and no such implied warranties are given or apply in relation to the Prod-ucts.

3. TOSHIBA TEC CORPORATION shall not be liable for any loss, cost, expense, claim or dam-age whatsoever caused by any of the following:
(a) use or handling of the Product otherwise than in accordance with the manuals, including but not limited to Operator's Manual, User's Guide, and/or incorrect or careless handling or use of the Product;
(b) any cause which prevents the Product from operating or functioning correctly which arises from or is attributable to either acts, omissions, events or accidents beyond the rea-sonable control of TOSHIBA TEC CORPORATION including without limitation acts of God, war, riot, civil commotion, malicious or deliberate damage, fire, flood, or storm, natural calamity, earthquakes, abnormal voltage or other disasters;
(c) additions, modifications, disassembly, transportation, or repairs by any person other than service technicians authorized by TOSHIBA TEC CORPORATION; or
(d) use of paper, supplies or parts other than those recommended by TOSHIBA TEC COR-PORATION.

4. Subject to paragraph 1, TOSHIBA TEC CORPORATION shall not be liable to Customer for:
(a) loss of profits; loss of sales or turnover; loss of or damage to reputation; loss of produc-tion; loss of anticipated savings; loss of goodwill or business opportunities; loss of custom-ers; loss of, or loss of use of, any software or data; loss under or in relation to any contract; or
(b) any special, incidental, consequential or indirect loss or damage, costs, expenses, finan-cial loss or claims for consequential compensation;

whatsoever and howsoever caused which arise out of or in connection with the Product or the use or handling of the Product even if TOSHIBA TEC CORPORATION is advised of the possibility of such damages.

TOSHIBA TEC CORPORATION shall not be liable for any loss, cost, expense, claim or dam-age caused by any inability to use (including, but not limited to failure, malfunction, hang-up, virus infection or other problems) which arises from use of the Product with hardware, goods or software which TOSHIBA TEC CORPORATION has not directly or indirectly supplied.

1

PREPARATION

This chapter describes what you need to know before using this equipment, such as how to turn the power ON or how to set copy paper.

Description of Each Component

Front / Right side
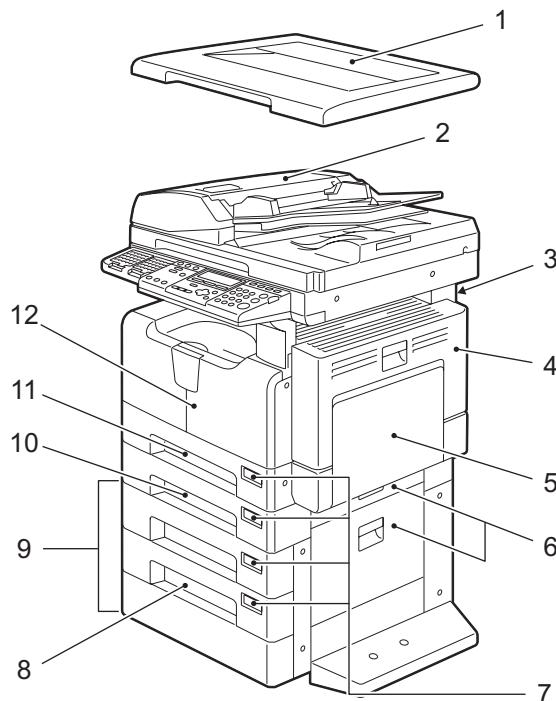
1. **Platen Cover (optional, KA-1640PC)**
   Place an original on the original glass and start copying with this cover closed.

2. **Reversing Automatic Document Feeder (optional, MR-3019) / Automatic Document Feeder (optional, MR-2017)**
   A stack of originals placed on this are scanned one sheet after another. Maximum 100 sheets (or stack height 16 mm) of originals can be placed in one go. (The maximum number of sheets can be placed may vary depending on the media type of the originals.) 2-sided originals can be scanned with the Reversing Automatic Document Feeder (MR-3019).
   📖 P.54 "Placing originals on Reversing Automatic Document Feeder (optional) / Automatic Document Feeder (optional)"
   📖 P.174 "Paper jams within Reversing Automatic Document Feeder (optional) / Automatic Document Feeder (optional)"

3. **Operator's Manual pocket (Back side)**
   Keep the Operator's Manual in this.

4. **Side cover**

5. **Bypass tray**
   Use this to make copies on special media types such as overhead transparencies or tracing paper.
   📖 P.59 "Using Bypass Tray"
   📖 P.177 "Paper jams on bypass tray"

6. **Paper feed cover (Upper: Paper Feed Unit / Lower: Paper Feed Pedestal)**

7. **Paper size indicator**

8. **Paper Feed Pedestal (optional, KD-1013)**
    Use this to add one more drawer to the equipment. Moreover, the Drawer Module (MY-1028) **(9)** can add another drawer to it. In one drawer, the maximum 550 sheets of plain paper can be placed at once.

9. **Drawer Module (optional, MY-1028)**
    Use this to add one more drawer to the Paper Feed Pedestal (optional, KD-1013). The maximum 550 sheets of plain paper can be placed at once.

10. **Paper Feed Unit (optional, MY-1027)**
    Use this to add one more drawer to the equipment. A maximum of 250 sheets of plain paper can be placed in one go.

11. **Drawer**
    Maximum 250 sheets of plain paper can be placed in one go.

12. **Front cover**
    Open this cover when you replace the toner cartridge.
    📖 P.185 "Replacing Toner Cartridge"

Left side / Inner side
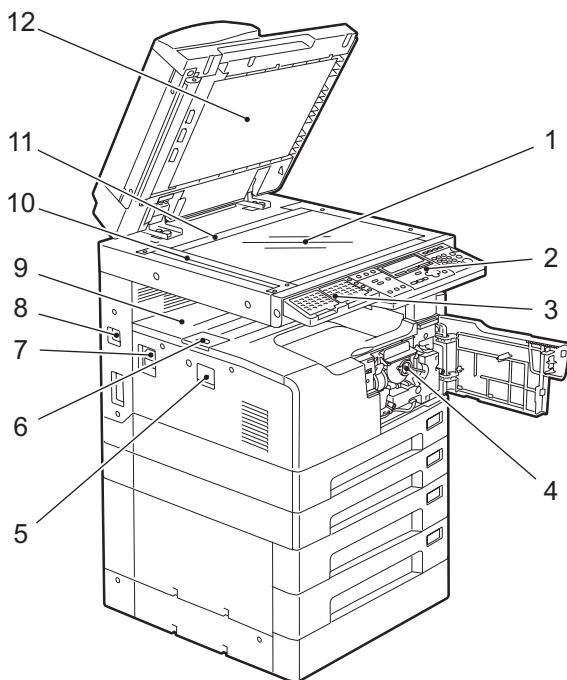
1. **Original glass**
   Use this to copy three-dimensional originals, book-type originals and special paper such as overhead transparencies or tracing paper, as well as plain paper.
   📖 P.50 "Placing Originals"

2. **Control panel**
   Use this to perform copying, key in the copy quantity, or set other functions.
   📖 P.29 "Control panel"

3. **External Keyboard (optional, GJ-1040)**
   Use this when using the optional scanning and Fax functions to select destinations.

4. **Toner cartridge**
   📖 P.13 "Recommended toner cartridges"
   📖 P.185 "Replacing Toner Cartridge"

5. **Power switch**
   Turn the power of the equipment ON or OFF with this.
   📖 P.33 "Preparation 1 - Turning Power ON"

6. **Paper exit stopper**
   Use this to prevent the exiting paper from falling. Open this when you make a large amount of copies on a larger size of paper (e.g. A3, B4).

7. **AC-IN terminal**
   Use this to connect the co-packed power cable and the equipment.

8. USB terminal (4-pin)
   With this terminal, the equipment can be connected to your PC using a commercially available USB cable.

9. Receiving tray

10. Scanning area
   The data of originals transported from the Reversing Automatic Document Feeder (optional, MR-3019)/Automatic Document Feeder (optional, MR-2017) are scanned here.
   📖 P.198 "Daily Inspection"

11. Original scale
   Use this to check the size of an original placed on the original glass.

12. Platen sheet
   📖 P.198 "Daily Inspection"

Configuration of options

The options listed below are available. Contact your service technician or service representative for the details.

Reversing Automatic Document Feeder
(MR-3019)

Platen Cover
(KA-1640PC)

Automatic Document Feeder (MR-2017)

External Keyboard
(GJ-1040)

Network Printer Kit
(GA-1190)

Scanner Upgrade Kit
(GA-1200)

Expansion Memory
(GC-1240)

Automatic Duplexing Unit
(MD-0103)

Fax Kit
(GD-1220EU)

Main body

Paper Feed Unit
(MY-1027)

Drawer Module
(MY-1028)

Paper Feed Pedestal
(KD-1013)
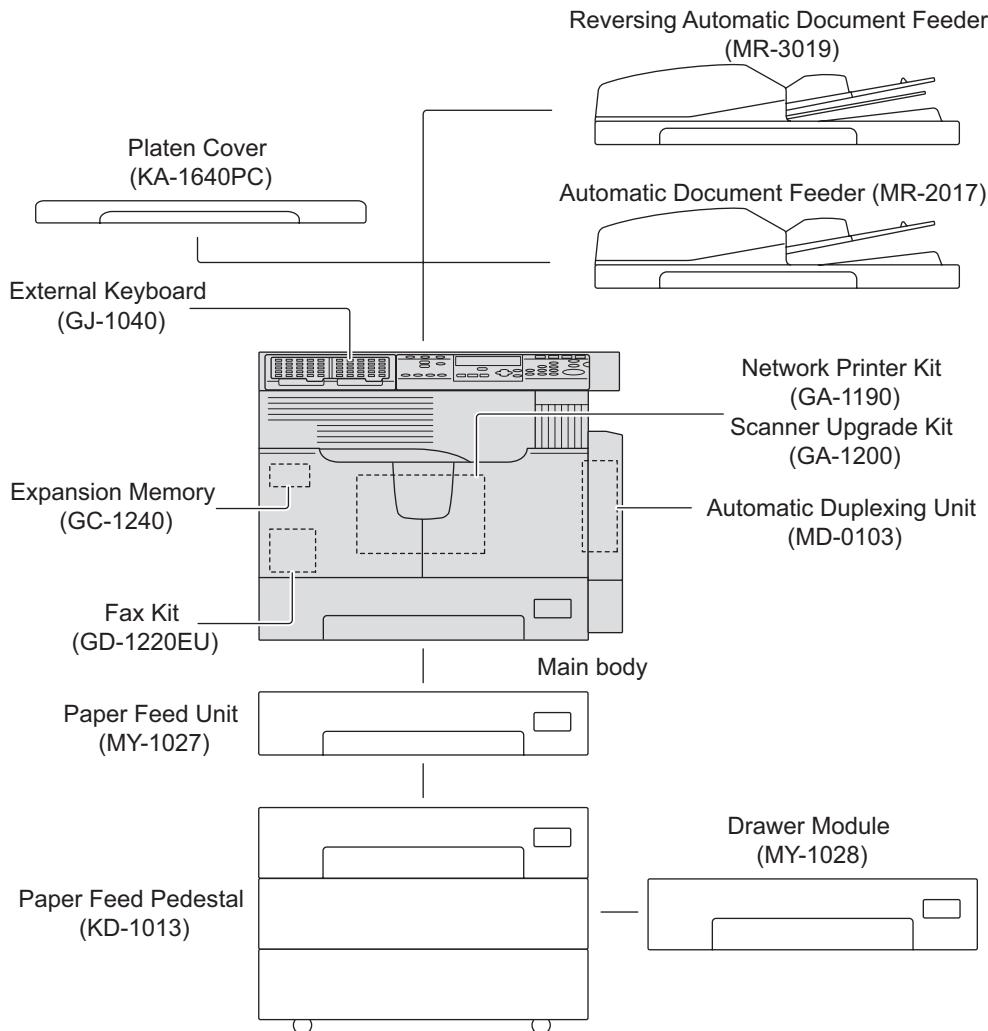
Control panel
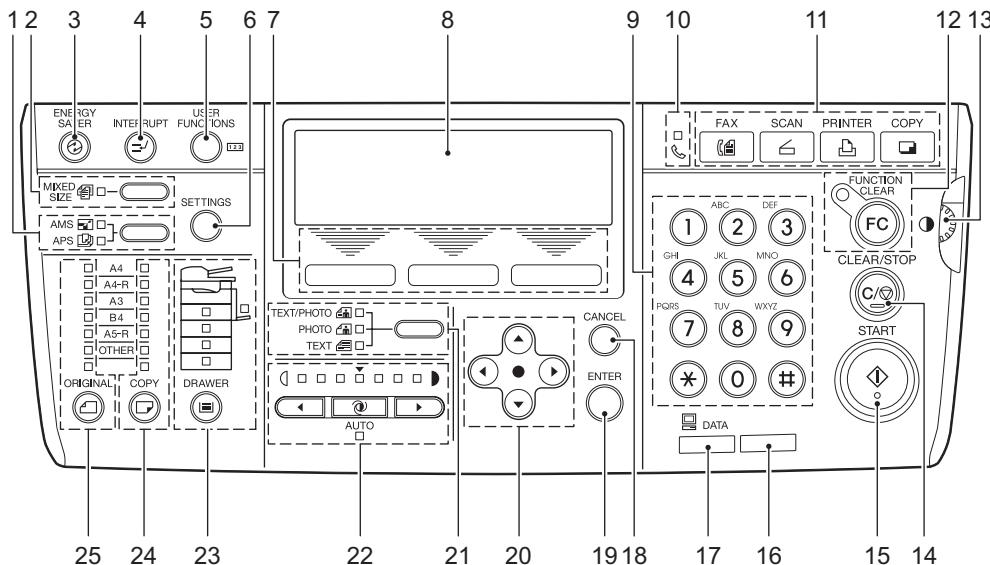
1. APS/AMS selecting button/lamps

Automatic paper selection (APS): The equipment detects the size of original and automatically selects the same size of copy paper.

📖 P.69 "Paper Selection"

Automatic magnification selection (AMS): Set the size of copy paper to be used in advance. The equipment then detects the size of original and automatically selects the most suitable reproduction ratio to the copy paper.

📖 P.74 "Automatic magnification selection (AMS):"

2. [MIXED SIZE] button/lamp

Use this to copy originals whose sizes are different.

For the details of the mixed-size copying, see the following page:

📖 P.72 "Copying Different Sizes in One Go - MIXED-SIZE COPYING -"

3. [ENERGY SAVER] button

Use this to let the equipment enter into the energy saving mode when the equipment is not used.

For the details of the energy saving mode, see the following page:

📖 P.34 "Saving energy when not in use - Energy saving mode -"

4. [INTERRUPT] button

Use this to interrupt the copy job in process and perform another one (= interrupt copying).

For the details of interrupt copying, see the following page:

📖 P.58 "Interrupting copying and making another copy - Interrupt copy -"

5. [USER FUNCTIONS] button

Use this to change the equipment's default settings.

For the details of default setting change, see the following page:

📖 P.115 "CHANGING EQUIPMENT'S SETTINGS"

6. [SETTINGS] button

Use this to confirm the copying functions currently set.
📖 P.68 "Confirming set functions"

7. Selecting button A (Left) / B (Centre) / C (Right)

Use them to select items or operation in each menu. Items or operation corresponding to each button appears at the lower section of the LCD screen.
e.g.) "Copy mode" main screen

```
 READY                    1
      100%      NONSORT
 ┌──────────┬──────────┬──────────┐
 │   ZOOM   │ FINISHING│   EDIT   │
 └────┬─────┴─────┬────┴─────┬────┘
      A           B          C
```
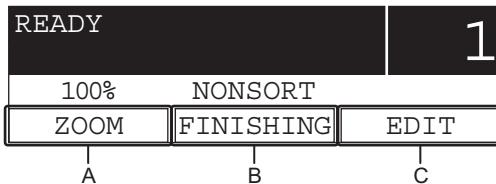
📖 P.32 ""Copy mode" main screen"

8. LCD screen

Use this to check each menu and error messages displayed on it.
📖 P.32 ""Copy mode" main screen"

9. Digital keys

Use them to key in any number such as copy quantity.

10. FAX TX/RX lamp

This lamp blinks at the transmission and reception of Fax data.

11. Function switching buttons

Use them to switch functions among copying, printing, scanning and Fax.

> **Note**
>
> To utilize the scanning functions, the Scanner Upgrade Kit (optional) is required.
> To utilize the Fax functions, the Fax Kit (optional) is required.

12. [FUNCTION CLEAR] button/lamp

Use this to clear the set copy functions.

13. Contrast adjustment volume

Use this to adjust the brightness level of the LCD screen **(8)**.

14. [CLEAR/STOP] button

Use this to stop the copy job in process or return the copy quantity keyed in to "1".

15. [START] button

Use this to start copying. Copies can be made when the lamp is lit. It blinks when the equipment is waiting for copying to be started.
For basic copy operations, see the following page:
📖 P.55 "Making Copies"

16. Alarm lamp

This lamp blinks when an error such as paper jams or running out of toner has occurred.
📖 P.170 "When This Message Appears"

17. [DATA] lamp
This lamp blinks when print data are being received.

18. [CANCEL] button
Use this to cancel the current setting and return to the previous menu.

19. [ENTER] button
Use this to determine items or operation selected in each menu.

20. ⊙/⊙/⊙/⊙ (UP/DOWN/LEFT/RIGHT) buttons
Use them to select items you want to set in each menu. The selected item is highlighted.

21. Original mode button/lamps
Use this button to set the image quality of copy according to that of an original.
For the details of image quality, see the following page:
📖 P.79 "Selecting Image Mode"

22. Density adjustment buttons/lamps
Use this button to adjust the density of copy image. The [AUTO] lamp below the ⟨ ⊚ ⟩
(automatic copy density mode) button is lit when the density is being automatically adjusted.
For the details of density adjustment, see the following page:
📖 P.80 "Adjusting Density Level"

23. [DRAWER] button/lamps
Use this button to select a drawer or the bypass tray to be used as a paper source. The lamp
of the paper source currently selected is lit. The lamp blinks when the selected drawer or tray
is running out of paper.
When paper in the drawer or on the bypass tray has run out, see the following page to add
paper:
📖 P.35 "Preparation 2 - Placing Copy Paper"

24. [COPY] button/lamps
Use this button to select the size of paper to be used. The lamp of the paper size currently
selected blinks when this size of paper is not placed in the drawer or on the bypass tray.
See the following page for details:
📖 P.70 "Manual paper selection"

25. [ORIGINAL] button/lamps
Use this button to specify the size of an original.
📖 P.76 "Specifying both the sizes of the original and the copy paper"

"Copy mode" main screen

After the power of the equipment is turned ON and the warm-up is finished, the display below is shown on the LCD screen. This display is called the "copy mode" main screen.

```
   1                    2
READY               1

3 ──  100%   NONSORT ── 5
    ZOOM  FINISHING  EDIT

          4
```
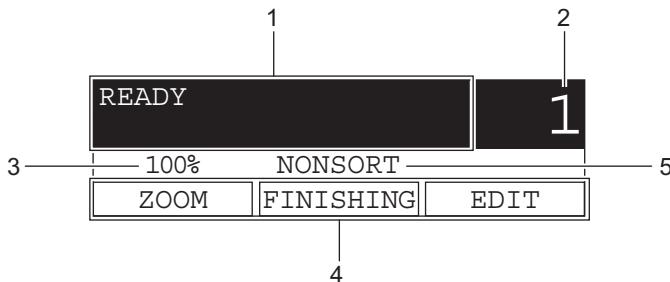
Tip

This "copy mode" main screen appears by default after turning the power ON. You can display the main screen for the Fax function or the scanning function instead of the "copy mode" main screen by changing the default setting.
📖 P.126 "Walkup Screen Setting"

1. Message area
This area displays the current status of this equipment or error messages.

2. Copy quantity

3. Reproduction ratio

4. Selecting button display
This area displays operation corresponding to each selecting button.
ZOOM: Use this to specify the reproduction ratio manually.
📖 P.77 "Specifying reproduction ratio manually"
Custom mode: Use this to recall the copying function registered as a custom function. You can quickly recall functions frequently used by registering it on the custom mode.
📖 P.155 "Menu Customize"
EDIT: This area displays the copy menu. Use this to recall the desired copying function.
📖 P.82 "Copy Menu"

**5. Custom mode setting**
This area displays the current setting of the function which has been registered as custom function.

Turning power ON

1 **Open the power switch cover, and then press the power switch to " | " (ON) side.**
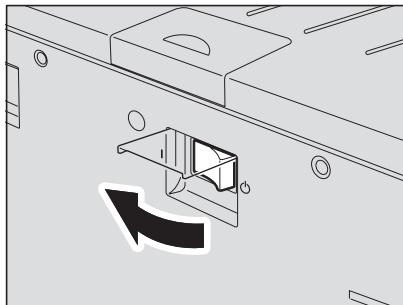
The equipment starts warming itself up. The warm-up time takes approx. 25 seconds. When the warm-up has finished, the equipment is ready for copying. "READY" appears on the LCD screen.

```
READY                          1
   100%      NONSORT
   ZOOM    FINISHING    EDIT
```

> **Tip**

If you place an original and press the [START] button during the warm-up, copying automatically starts when the warm-up has finished (= auto job start). When the job is reserved, "Auto Start" appears on the LCD screen.

2 **The LCD screen below is shown if the equipment is managed under the department code function. Key in the department code.**

```
Enter DEPARTMENT CODE          1
   100%      NONSORT
   ZOOM    FINISHING    EDIT
```

Key in a 5-digit department code, and then press the [ENTER] button. Then the equipment is ready for copying.

> **Tip**

If the department code function is enabled, press the [FUNCTION CLEAR] button after any operation has been finished to prevent unauthorized use of the equipment. For the details of the department code, see the following page:
📖 P.141 "Department Code"

Turning power OFF

Open the power switch cover, and then press the power switch to " ⏻ " (OFF) side.

# Saving energy when not in use - Energy saving mode -

To reduce power consumption, the equipment automatically enters into the energy saving mode when a specified period of time has passed since its last use. You can also turn the equipment into this mode manually.

Tips

- The period of time at which the equipment enters into this mode is set at 30 minutes at the shipment from the factory.
- The power consumption during this mode is set at 6 W or less. (When the Network Printer Kit is installed, or when the equipment is connected to a PC with a USB cable, the power consumption during this mode is set at 39 W or less.)

To turn the equipment into the energy saving mode manually

Press the [ENERGY SAVER] button on the control panel.
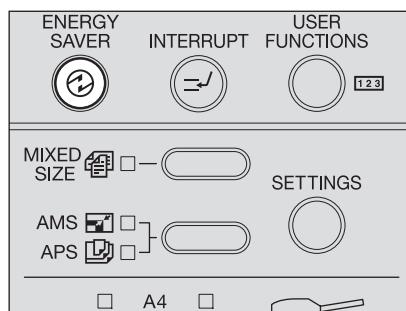
The equipment is now in the energy saving mode. The display on the LCD screen goes off and the [ENERGY SAVER] lamp is lit.

Note

When the Network Printer Kit (optional) is installed, or when this equipment is connected to a PC with a USB cable, "Sleep mode" appears on the LCD screen. In these cases, the [ENERGY SAVER] lamp is not lit.

Canceling the energy saving mode

If the [ENERGY SAVER] lamp is lit, press this button.
If "Sleep mode" is displayed on the LCD screen, press any button other than the [ENERGY SAVER] button on the control panel.

The energy saving mode can be also cancelled under the following conditions:
- When the Platen Cover (optional) or the Reversing Automatic Document Feeder / Automatic Document Feeder (optional) is raised
- When this equipment is connected to a PC with a USB cable
- When Fax data are received

Tip

When the Network Printer Kit (optional) is installed, or when this equipment is connected to a PC with a USB cable, the energy saving mode can be cancelled when print data are received.

Preparation 2 - Placing Copy Paper

Place copy paper in an appropriate paper source before you start copying.

Acceptable media types

Acceptable media types differ depending on its paper source. See the table below for the details.

Feeder	Media type	Paper size	Maximum sheet capacity [1]
Drawers of the equipment and Paper Feed Unit (optional)	Plain paper (64 - 80 g/m^2)	A/B format: A3, A4, A4-R, B4, B5, B5-R, FOLIO LT format: LD, LG, LT, LT-R, COMP, 13"LG	250 sheets (64 g/m^2) 250 sheets (80 g/m^2)
Drawers of the Paper Feed Pedestal (optional)	Plain paper (64 - 80 g/m^2)	A/B format: A3, A4, A4-R, A5-R, B4, B5, B5-R, FOLIO LT format: LD, LG, LT, LT-R, ST-R, COMP, 13"LG	550 sheets (64 g/m^2) 550 sheets (80 g/m^2)
Bypass tray	Plain paper 64 - 80 g/m^2)[2]	A/B format: A3, A4, A4-R, A5-R, B4, B5, B5-R, FOLIO LT format: LD, LG, LT, LT-R, ST-R, COMP, 13"LG	100 sheets (64 g/m^2) 100 sheets (80 g/m^2)
	THICK PAPER 1 (81 - 105 g/m^2)[3]		1 sheet (81 - 105 g/m^2)
	THICK PAPER 2 (106 - 163 g/m^2)[3]		1 sheet (106 - 163 g/m^2)
	Tracing paper (75 g/m^2)[3]		1 sheet
	Sticker labels[3]		1 sheet
	Transparencies[3, 4]	A4 only	1 sheet

[1] "Maximum sheet capacity" refers to the maximum number of sheets when TOSHIBA-recommended paper is used. See the following page for the TOSHIBA-recommended paper:
   📖 P.36 "Recommended paper"

[2] The paper of 50 to 63 g/m^2 can be used if it is set on the bypass tray one by one.

[3] Automatic duplex copying is not available.

[4] Be sure to use the overhead transparencies that TOSHIBA recommends. When transparencies other than the TOSHIBA-recommended ones are used, this could cause an equipment malfunction.

Notes

- You cannot mix various paper sizes in one drawer.
- "LT format" is the standard size for only use in North America.

Tip

Abbreviations for LT format sizes:
LT: Letter, LD: Ledger, LG: Legal, ST: Statement, COMP: Computer

Recommended paper

To ensure the best copy performance, TOSHIBA recommends the paper types listed below. If you want to use paper other than that we recommend, contact your service technician.

Media type	Product name	
Plain paper	TGIS Paper/Neusiedler	80 g/m^2
THICK PAPER 1	Colour Copy/Neusiedler	90 g/m^2
	Colour Copy/Neusiedler	100 g/m^2
THICK PAPER 2	Colour Copy/Neusiedler	120 g/m^2
	Colour Copy/Neusiedler	160 g/m^2
Tracing paper	Tracing paper/Ostrich International	75 g/m^2 only
Sticker labels	3478/Zweckform-Avery	
Transparencies [1]	PP2500/3M	

[1] Be sure to use the overhead transparencies that TOSHIBA recommends. When transparencies other than the TOSHIBA-recommended ones are used, this could cause an equipment malfunction.

Paper types not acceptable

Do not use the types of paper listed below since they may cause paper jams.
- Damp paper
- Creased paper
- Wrinkled paper or paper prone to be curled
- Paper whose surface is extremely smooth or rough

Do not use the types of paper listed below since they may cause an equipment malfunction.
- Paper whose surface is specially treated
- Paper once printed with other copiers or printers

Storing paper

Observe the following cautions when storing copy paper:
- Wrap copy paper in its wrapping paper to prevent it from gathering dust.
- Do not expose copy paper to direct sunlight.
- Store copy paper in a damp-free place.
- Store copy paper on a flat surface to prevent it from being creased or bent.

Placing paper in drawers

Follow the procedure below to place copy paper in the drawer.
For the acceptable paper, see the following page:
📖 P.35 "Acceptable media types"

1 **Turn the power of the equipment ON.**

2 **Pull out the drawer carefully.**
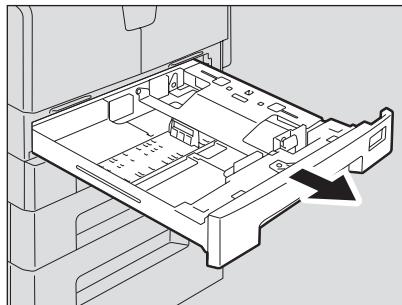
Note

Pull out the drawer until it comes to a stop.

3 **Press down the paper plate.**
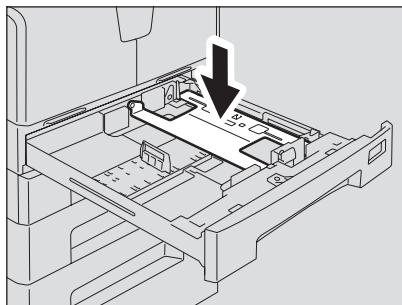
Tip

Press it down until you hear a click sound and it is no longer lifted up.

4 **Pull out the trailing guide (A), and then reinstall the guide at the position of the desired paper size.**

Tip
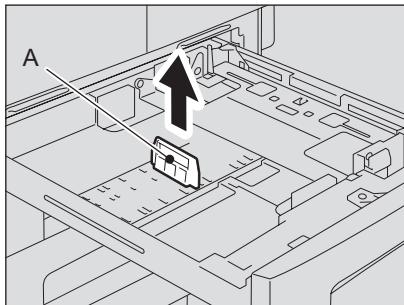
The paper size is indicated on the bottom inner surface of the drawer.

5 **While pushing the green knob of the side guides fully, widen the gap between them.**
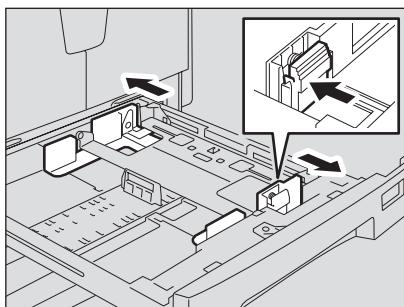
Note

Widen the gap with both hands.

6 Place paper in the drawer.
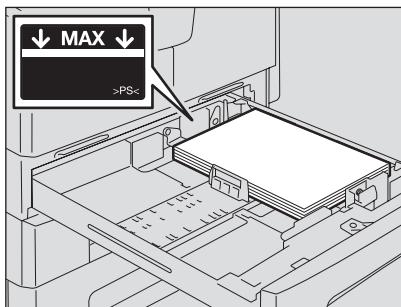
Notes

- The maximum number of sheets can be placed in one go is 250 (80 g/m^2). Be sure that the stack height of paper is not higher than the line indicated at the inner side of the guide.

  📖 P.35 "Acceptable media types"
- Fan the paper well before placing it in the drawer, otherwise multiple feeding could occur.
- Place the paper face up. You may tell its "face" by the note on its wrapping paper.

## 7 Adjust the side guides to the desired paper size.

Be sure that a gap of approx. 0.5 mm (less than 1.0 mm in total) is left between the paper and each side guide (shown as "A" in the picture). If the gap is inappropriate, this could cause a paper misfeed.
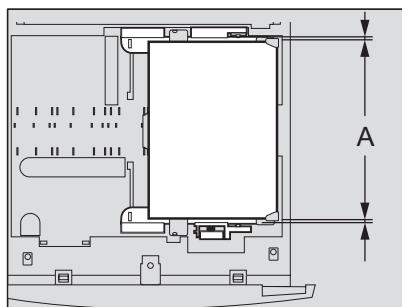
8 **Be sure that the stack of paper fits completely under the latches of the side guides.**
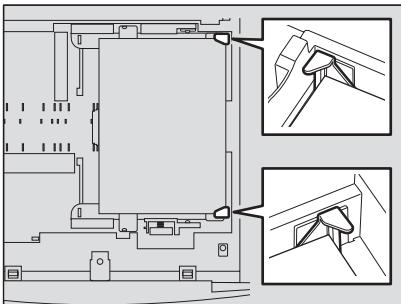
9 **Change the paper size indicator to match the size of paper placed.**
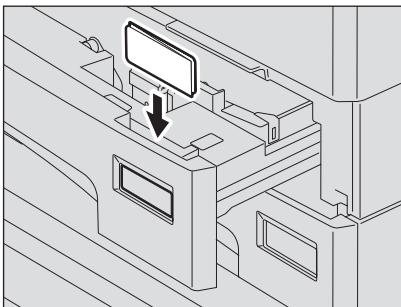
10 **Push the drawer straight into the equipment slowly until it comes to a stop.**

> **Caution**
>
> **Do not let your fingers be caught when closing the drawer.**
> This could cause injury.

Register the paper size into the equipment.

When you place paper, register the size of the paper into the equipment. Be sure that the size is registered correctly, or it could cause a paper jam.
For the registration of paper size, see the following page:

> **Note**
>
> Be sure to register the paper size when you have changed the paper size in the drawer, as well as when you place paper in the corresponding drawer for the first time.

Placing paper in the drawers of Paper Feed Pedestal (optional)

Follow the procedure below to place copy paper in the drawers of the Paper Feed Pedestal (optional).
For the acceptable paper, see the following page:
📖 P.35 "Acceptable media types"

1 Pull out the drawer carefully.
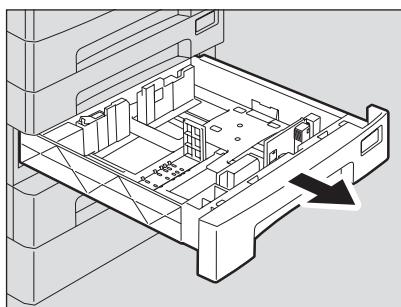
Note

Pull out the drawer until it comes to a stop.

2 Pull out the trailing guide while pushing its lower part to the direction of the arrow. Then reinstall the guide at the position of the desired paper size.

Tip
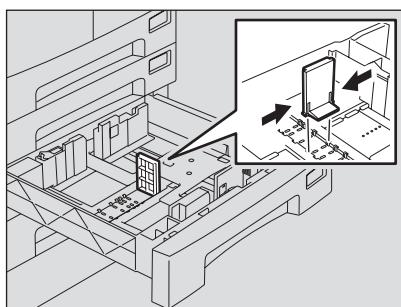
The paper size is indicated on the bottom inner surface of the drawer.

3 Push the right side of the side guide lock to unlock it.
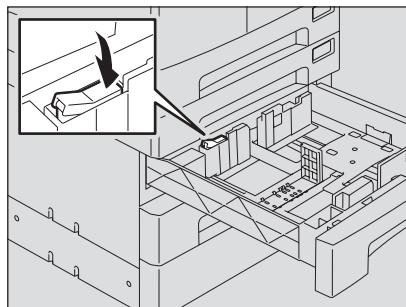
4 While pushing the green knob of the side guides, adjust the side guides at the position of the desired paper size.
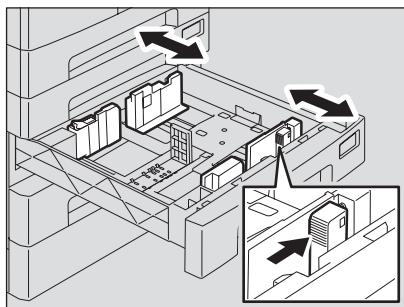
Note

Adjust the side guides with both hands.

5 Place paper in the drawer.
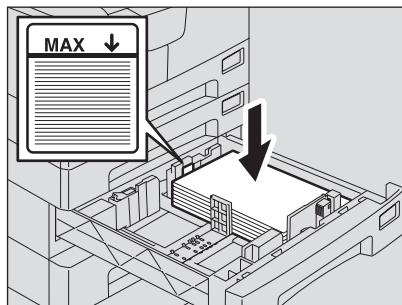
- The maximum number of sheets can be placed in one go is 550 (80 g/m^2). Be sure that the stack height of paper is not higher than the line indicated at the inner side of the guide.
  📖 P.35 "Acceptable media types"
- Fan the paper well before placing it in the drawer, otherwise multiple feeding could occur.
- Place the paper face up. You may tell its "face" by the note on its wrapping paper.

6 Adjust the side guides.
Be sure that a gap of approx. 0.5 mm (less than 1.0 mm in total) is left between the paper and each side guide (shown as "A" in the picture). If the gap is inappropriate, this could cause a paper misfeed.
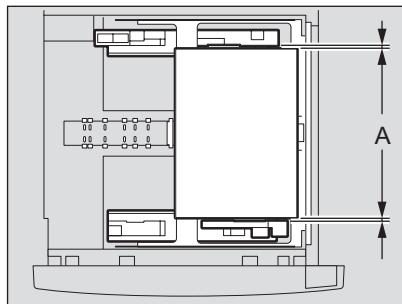
7 Push the left side of the side guide lock to lock it.
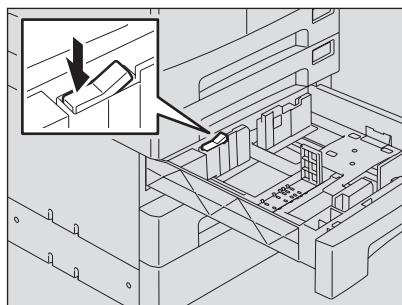
8 **Change the paper size indicator to match the size of paper placed.**
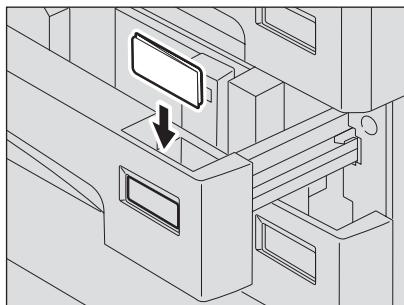
9 **Push the drawer straight until it comes to a stop.**

Caution

Do not let your fingers be caught when closing the drawer.
This could cause injury.

Register the paper size into the equipment.
When you place paper, register the size of the paper into the equipment. Be sure that the size is registered correctly, or it could cause a paper jam.
For the registration of paper size, see the following page:
P.45 "Preparation 3 - Registering Size of Paper Placed"

Note

Be sure to register the paper size when you have changed the paper size in the drawer, as well as when you place paper in the corresponding drawer for the first time.

Preparation 3 - Registering Size of Paper Placed

When you place paper in a drawer for the first time or when you place paper whose size is different from that of the paper which has been placed in the drawer, the new paper size needs to be registered into the equipment.
Registration of standard sizes (A3, A4, A4-R, A5-R, B4) differs from that of standard sizes other than these.

Tip

The paper size can be registered on the LCD screen by checking menus.
P.124 "Paper Size Setting"

Registering standard size (A3, A4, A4-R, A5-R, B4)

In this section, A4 size is registered in the drawer of the equipment as an example.

1 **Press and hold the [COPY] and [DRAWER] buttons simultaneously for more than two seconds.**
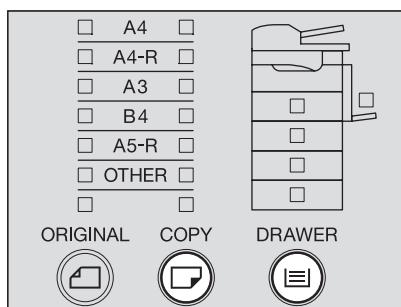
The LCD screen shows as follows:
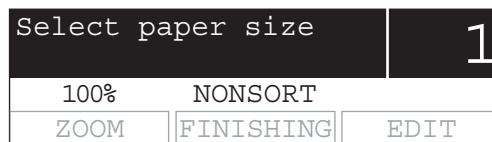
2 **Press the [DRAWER] button several times until the lamp of the drawer in which you placed paper is lit.**
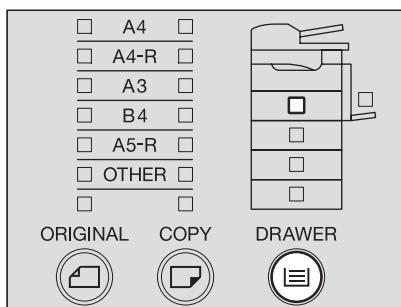
3 Press the [COPY] button several times until the lamp of the paper size you placed in the drawer is lit.
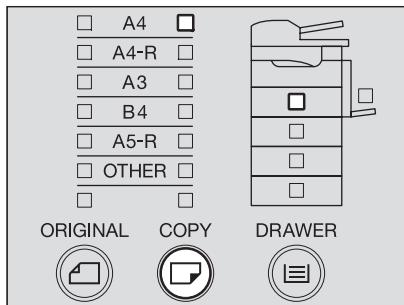
If the [CANCEL] button is pressed at this step, the size is not registered and the equipment will return to its normal status.

4 Press the [ENTER] button.
The paper size has been registered.

Registering other standard sizes

When standard size paper other than A3, A4, A4-R, A5-R or B4 is placed, register this size as "OTHER" size.

In this section, LT size is registered in the drawer of the equipment as an example.

1 Press and hold the [COPY] and [DRAWER] buttons simultaneously for more than two seconds.
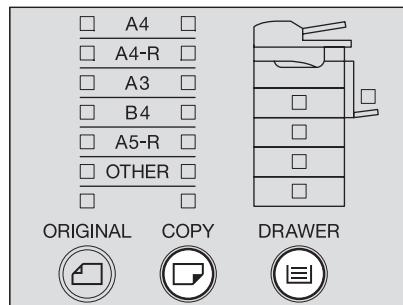
The LCD screen shows as follows:

2 Press the [DRAWER] button several times until the lamp of the drawer in which you placed paper is lit.
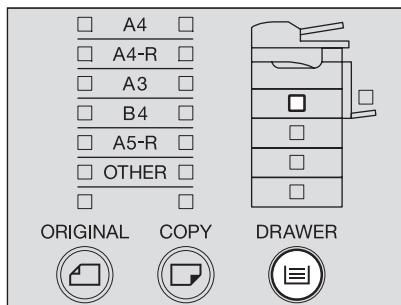
3 **Press the [COPY] button several times until the [OTHER] lamp is lit.**
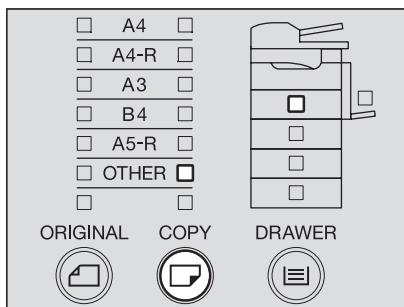
4 **Press the selecting button B or C to select the paper size placed in the drawer.**
e.g.) Placing LT size

```
Select paper size │ LG
                   │ LT
                   │ LT-R
              ▲    │    ▼
```

5 **Press the [ENTER] button.**
The LCD screen shows as follows:

```
Select paper size          1
    100%      NONSORT
   ZOOM    FINISHING   EDIT
```

6 **Press the [ENTER] button.**
The paper size has been registered as "OTHER" size and the equipment will return to its normal status.

2

HOW TO MAKE COPIES

This chapter describes basic copy operations.

Placing Originals

Acceptable originals

Booklets, three-dimensional objects and some types of special media can be placed on the original glass, as well as plain paper. When the Reversing Automatic Document Feeder (optional) / Automatic Document Feeder (optional) is used, a stack of plain paper originals can be automatically scanned one by one.

Setting position	Type of originals	Maximum size	Acceptable sizes for automatic size detection[1]	Remarks
Original glass	Plain paper Special media types[2] Booklets 3-dimensional objects	297 mm x 432 mm	A3, A4, A4-R, A5-R, B4, B5, B5-R	[3]
Reversing Automatic Document Feeder (optional) / Automatic Document Feeder (optional)	Plain paper		A3, A4, A4-R, A5-R, B4, B5, B5-R, FOLIO	[4], [5], [6], [7]

[1] The automatic size detection function is not enabled for LT format.

[2] "Special media types" refers to special paper which is not acceptable for the Reversing Automatic Document Feeder (optional) / Automatic Document Feeder (optional), such as overhead transparencies or tracing paper.

[3] Do not place heavy objects (4 kg or more) and do not press on it with force.

[4] The size of FOLIO originals can be detected automatically only when they are placed on the Reversing Automatic Document Feeder (optional).

[5] Their paper weight should be between 50 g/m^2 and 127 g/m^2 (in both cases of 1-sided and 2-sided).

[6] Some media types may not be used.

[7] A5 size originals must be placed in a landscape direction.

Maximum number of originals scanned in one go

In terms of A4 originals, the maximum number of sheets which can be scanned in one go is 250. When the number of sheets scanned has exceeded 250 during one copy job in process, scanning stops and "Count over" appears on the LCD screen.

```
Count over

          Cancel job
          Print
                      ▼
```

Select "Print" on the LCD screen to copy the data scanned so far. Select "Cancel job" to delete all the data scanned so far.

When the built-in memory has become full during scanning

When the built-in memory in the equipment has become full during the scanning of the copy job, scanning stops even if the number of sheets scanned so far has not exceeded the maximum value. "Memory is full" appears on the LCD screen.
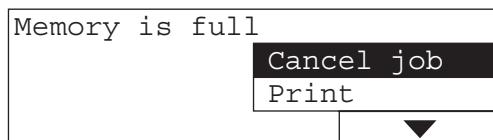
```
Memory is full
                  Cancel job
                  Print
                            ▼
```

Select "Print" on the LCD screen to copy the data scanned so far. Select "Cancel job" to delete all the data scanned so far.

Placing originals on the original glass

Plain paper or some special media types which are not acceptable for the Reversing Automatic Document Feeder (optional) / Automatic Document Feeder (optional), such as overhead transparencies or tracing paper, should be placed on the original glass.

Caution

Do not place heavy objects (4 kg or more) and do not press on it with force.
Breaking the glass could injure you.

1 Raise the Platen Cover (optional) or the Reversing Automatic Document Feeder (optional) / Automatic Document Feeder (optional).

Note

Raise the Platen Cover (optional) or the Reversing Automatic Document Feeder (optional) / Automatic Document Feeder (optional) 60 degrees or more from the equipment to detect the original size.

2 Place the original face down on the original glass and align it against the left rear corner of the glass.
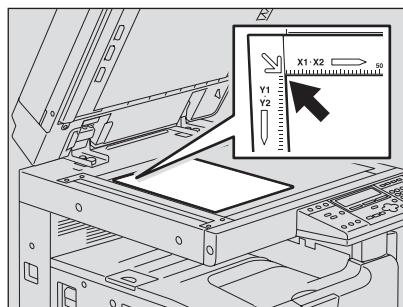
When copying highly transparent originals

When copying highly transparent originals such as overhead transparencies or tracing paper, place a blank sheet of paper (A), the same size as the original or larger, over the original (B).
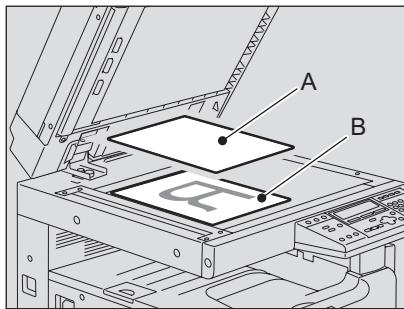
3 **Lower the Platen Cover (optional) or the Reversing Automatic Document Feeder (optional) / Automatic Document Feeder (optional) carefully.**

Placing booklet-type originals such as books or catalogues

Place a book-type original on the original glass.

Caution

Do not place heavy objects (4 kg or more) and do not press on it with force.
Breaking the glass could injure you.

1 **Raise the Platen Cover (optional) or the Reversing Automatic Document Feeder (optional) / Automatic Document Feeder (optional).**

2 **Open the desired page of the original and place it face down.**
Align it against the left rear corner of the glass.
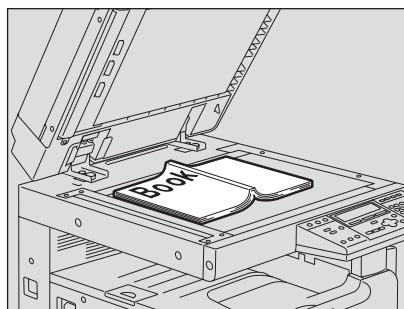
3 **Lower the Platen Cover (optional) or the Reversing Automatic Document Feeder (optional) / Automatic Document Feeder (optional) carefully.**

> Notes
> - Do not try to lower the Platen Cover (optional) or the Reversing Automatic Document Feeder (optional) / Automatic Document Feeder (optional) forcibly when the original is very thick. There will be no problem in copying even if they are not fully lowered.
> - Do not look fully at the original glass since intensive light may leak out during copying.

Using Reversing Automatic Document Feeder (optional) / Automatic Document Feeder (optional)

When a stack of originals are placed on the Reversing Automatic Document Feeder (optional) / Automatic Document Feeder (optional), the originals are automatically scanned one by one. The following types of originals are available [1]:

Media types	Maximum size	Maximum number of sheets acceptable	Paper weight
Plain paper	297 mm x 432 mm	100 sheets (or stack height 16 mm)	50 - 127 g/m^2

*1   To scan 2-sided originals, the Reversing Automatic Document Feeder (optional) is required.

> Tips
> - Some media types may not be used.
> - The maximum number of sheets acceptable varies depending on the media types of the originals.
> - A5 size originals must be placed in a landscape direction.
> - Sizes which the Reversing Automatic Document Feeder (optional) / Automatic Document Feeder (optional) can detect automatically are A3, A4, A4-R, A5-R, B4, B5, B5-R and FOLIO. (The size of FOLIO originals can be detected automatically only when they are placed on the Reversing Automatic Document Feeder (optional).)

Precautions for Reversing Automatic Document Feeder (optional) / Automatic Document Feeder (optional)

Do not use the following types of original since such types may cause a paper jam or damage to the equipment:
- Extremely wrinkled, folded or curled ones
- Ones with carbon paper
- Taped, pasted or cut-out ones
- Clipped or stapled ones
- Ones with holes or tears
- Damp ones
- Overhead transparencies or tracing paper
- Coating paper (e.g. coated with wax)

The following types of originals are usable but need extra care:
- Ones which cannot be slid with fingers or whose surface is specially treated (they may not be separated from each other at feeding)
- Folded or curled ones (should be smoothed out before being used)

When black streaks appear on the copied image

If the scanning area or the guide area is dirty, image problems such as black streaks on the copied image may occur. Weekly cleaning of these areas is recommended.
📖 P.198 "Daily Inspection"

Placing originals on Reversing Automatic Document Feeder (optional) / Automatic Document Feeder (optional)

1 **Align all the originals.**

2 **Place them face up and align the side guides to the original length.**
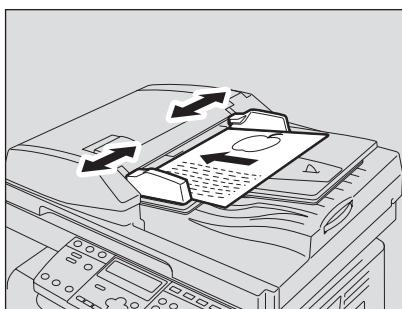
Notes

• The top sheet of the originals will be scanned first.
• The total sheets of originals placed must not exceed 100 (50 to 80 g/m^2) or the stack height of the originals must not exceed 16 mm regardless of their sizes.

When placing a large amount of originals with a long width

Pull out the original stopper so that the exiting originals will not fall. When replacing this stopper, lift it slightly and push it in.
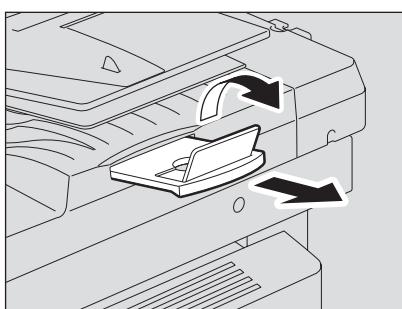
Making Copies

Follow the procedure below to make copies.

Tip

Various copying functions are available. See the following page for the details:
📖 P.67 "COPYING FUNCTIONS"
📖 P.81 "ADVANCED COPYING FUNCTIONS"

1 Check if paper is placed in the drawer.
For the acceptable types and sizes of paper, see the following pages:
📖 P.35 "Acceptable media types"
📖 P.37 "Placing paper in drawers"
📖 P.41 "Placing paper in the drawers of Paper Feed Pedestal (optional)"

2 Place the original.
For acceptable originals or how to place originals, see the following pages:
📖 P.50 "Acceptable originals"
📖 P.54 "Placing originals on Reversing Automatic Document Feeder (optional) / Automatic Document Feeder (optional)"
📖 P.51 "Placing originals on the original glass"
📖 P.52 "Placing booklet-type originals such as books or catalogues"

3 Key in the desired number of copies (= copy quantity) when you copy more than one set.
e.g.) 5 sets


```
READY                              5
       100%      NONSORT
      ZOOM    |FINISHING|   EDIT
```
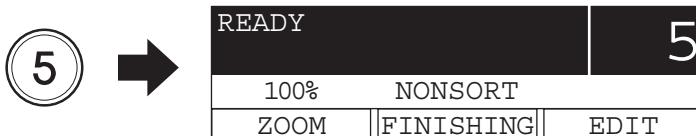
Tip

If you want to correct the copy quantity keyed in, press the [CLEAR/STOP] button, and then key in the correct number.

4 Select the copy modes as required.
📖 P.67 "COPYING FUNCTIONS"
📖 P.81 "ADVANCED COPYING FUNCTIONS"

Note

Some functions may not be used together with other functions. For the details, see the following page.
📖 P.209 "Copying Function Combination Matrix"

5 Press the [START] button.

Copying starts. The paper will exit with its copied side down.

> **Note**
>
> The paper exit area and exiting paper are hot immediately after the exit. Handle them with care.

When "Next original?" appears

```
Next original?
                YES
              NO
                        ▼
```
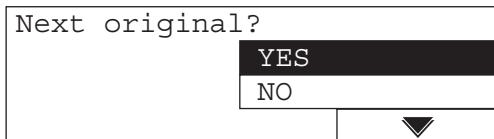
This message appears when "SORT" is selected for the exiting method while an original is being placed on the original glass, or when 2-sided copying is being performed.
Place the next original on the original glass, and then press the [START] button. The data of the next original will be scanned. When all the originals have been scanned, select "NO", and then press the [START] or [ENTER] button. Copying starts.

When the number of sheets exiting has exceeded 250

To prevent exiting paper from falling off the receiving tray, the equipment causes copying to pause when approx. 250 sheets of paper have been continuously exited. The LCD screen shows as follows:
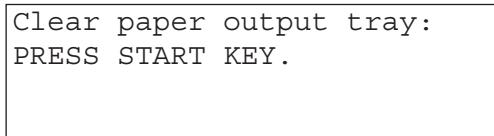
```
Clear paper output tray:
PRESS START KEY.
```

Remove the paper from the receiving tray, and then press the [START] button. Copying resumes.
Press the [CLEAR/STOP] button to end the copy job. "Memory clear?" appears on the LCD screen. Select "YES", and then press the [START] or [ENTER] button.

When the paper has run out

When the paper in the drawer has run out during copying, the copying stops and the LCD screen shows as follows:
e.g.) Paper in the drawer of the equipment has run out

```
          DRAWER1 empty
          Open DRAWER1
          Load paper
          Close DRAWER1
```
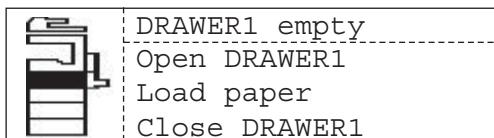
The [DRAWER] lamp corresponding to the one whose paper has run out blinks.
Add paper to the drawer and press the [START] button. Copying then resumes.

Stopping/Resuming copying

Press the [CLEAR/STOP] button to stop scanning or copying.

1 Press the [CLEAR/STOP] button during scanning or copying.

Scanning or copying stops, and the LCD screen shows as follows:

```
Memory clear?
                    YES
                    NO
                     ▼
```

Or

```
Cancel job?
                    YES
                    NO
                     ▼
```

Press the selecting button C and select "YES" to end the copy job. Then press the [START] or [ENTER] button.

2 Press the selecting button C and select "NO" to resume the copy job. Then press the [START] or [ENTER] button.

Interrupting copying and making another copy - Interrupt copy -

You can interrupt scanning or copying of one job and make another copy job (= interrupt copying). The copy quantity or functions applied to the interrupted job are stored in the memory of this equipment, so that you will not need to set them again when the interrupted job resumes.

1 Press the [INTERRUPT] button.

The [INTERRUPT] lamp blinks, and the lamp will be fully lit after a while.
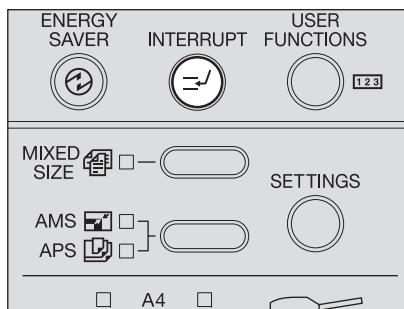
The LCD screen shows as follows:

Tip

When the [INTERRUPT] button is pressed during scanning, the [INTERRUPT] lamp blinks, and then the lamp will be fully lit after the scanning has finished.

2 Replace the original with a new one.

3 Select the copy modes as required, and then press the [START] button.

Interrupt copying starts.

4 After you have finished interrupt copying, press the [INTERRUPT] button.

The copying status returns to the one before the interruption.

5 Press the [START] button.

The job interrupted will resume.

Using Bypass Tray

Place paper on the bypass tray when you use the following media types as copy paper:
- Thick paper (81 to 163 g/m^2)
- Special media types such as tracing paper, sticker labels or overhead transparencies
- Standard size paper which cannot be placed in the drawers of the equipment and Paper Feed Unit (optional) (e.g. A5-R)

Using the bypass tray is recommended also for copying on standard-size paper other than those placed in the drawers. The following sizes are available for bypass copying:

Media type	Paper size	Maximum sheet capacity [1]
Plain paper (64 - 80 g/m^2)[2]	A/B format: A3, A4, A4-R, A5-R, B4, B5, B5-R, FOLIO LT format: LD, LG, LT, LT-R, ST-R, COMP, 13"LG	100 sheets (64 g/m^2) 100 sheets (80 g/m^2)
THICK PAPER 1 (81 - 105 g/m^2)[3]		1 sheet (81 - 105 g/m^2)
THICK PAPER 2 (106 - 163 g/m^2)[3]		1 sheet (106 - 163 g/m^2)
Tracing paper (75 g/m^2)[3]		1 sheet
Sticker labels[3]		1 sheet
Transparencies[3, 4]	A4 only	1 sheet

[1] "Maximum sheet capacity" refers to the maximum number of sheets when TOSHIBA-recommended paper is used. See the following page for the TOSHIBA-recommended paper:
 P.36 "Recommended paper"

[2] The paper of 50 to 63 g/m^2 can be used if it is set on the bypass tray one by one.

[3] Automatic duplex copying is not available.

[4] Be sure to use the overhead transparencies that TOSHIBA recommends. When transparencies other than the TOSHIBA-recommended ones are used, this could cause an equipment malfunction.

Preparation - Registering paper size placed on bypass tray

Register the size of the paper into the equipment in advance.

The registration procedure for other paper sizes is different from the standard sizes (A3, A4, A4-R, A5-R or B4).
📖 P.62 "Registering other standard sizes"

The paper size can be registered on the LCD screen by checking menus.
📖 P.124 "Paper Size Setting"

Registering standard size (A3, A4, A4-R, A5-R, B4)

In this section, the registration procedure is described with A4 size paper placed on the bypass tray as an example.

1 Press and hold the [COPY] and [DRAWER] buttons simultaneously for more than two seconds.
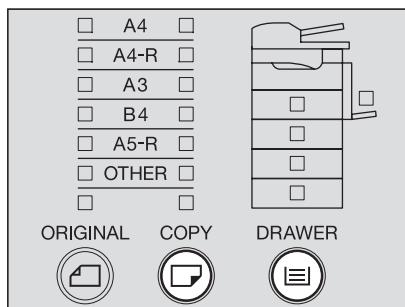
The LCD screen shows as follows:

2 **Press the [DRAWER] button several times until the lamp of the bypass tray is lit.**
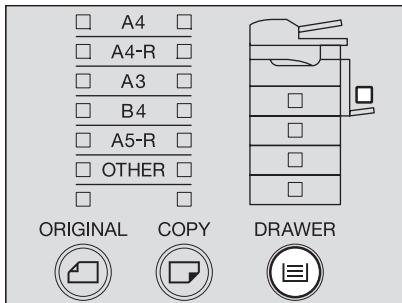
3 **Press the [COPY] button several times until the lamp of the paper size you placed on the bypass tray is lit.**
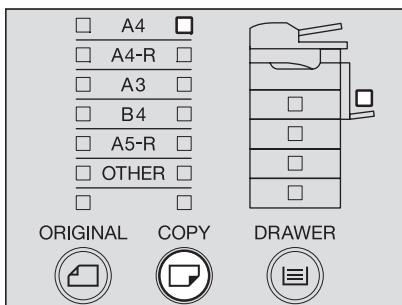
If the [CANCEL] button is pressed at this step, the size is not registered and the equipment will return to its normal status.

4 **Press the [ENTER] button.**
The paper size has been registered.

Registering other standard sizes

When standard size paper other than A3, A4, A4-R, A5-R or B4 is placed, register this size as "OTHER" size.

In this section, the registration procedure is described with LT size paper placed on the bypass tray as an example.

1 Press and hold the [COPY] and [DRAWER] buttons simultaneously for more than two seconds.

The LCD screen shows as follows:

2 Press the [DRAWER] button several times until the lamp of the bypass tray is lit.
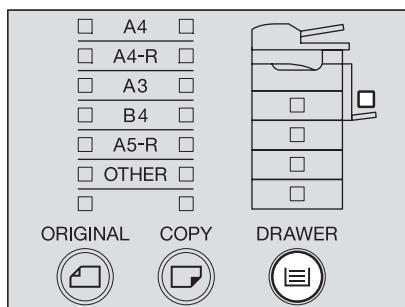
3 **Press the [COPY] button several times until the [OTHER] lamp is lit.**
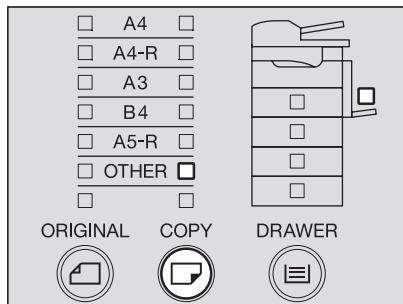
4 **Press the selecting button B or C to select the paper size placed in the drawer.**
e.g.) Placing LT size

If the [CANCEL] button is pressed at this step, the size is not registered and the equipment will return to its normal status.

5 **Press the [ENTER] button.**
The paper size has been registered as "OTHER" size.

Bypass copying on standard size paper

Standard size paper can be used for bypass copying. In this section, the procedure is described with A4 size thick paper (90 g/m^2) placed on the bypass tray as an example.

Note

Register the size of the paper into the equipment in advance.
📖 P.60 "Preparation - Registering paper size placed on bypass tray"

1 Place paper straight on the bypass tray face down. Then align the side guides to the paper length while holding (A).
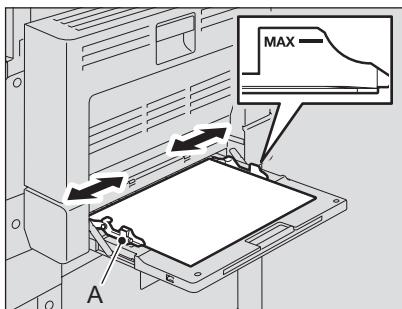
Notes

- Be sure that the stack height of paper does not exceed the indicators of the side guides.
- Fan the stack of paper well before placing it on the bypass tray.
- Do not push the paper forcibly into the entrance of the bypass feeder. This could cause a paper misfeed.

Tip

When you place paper of a larger size, pull out the paper holder before you start bypass copying.
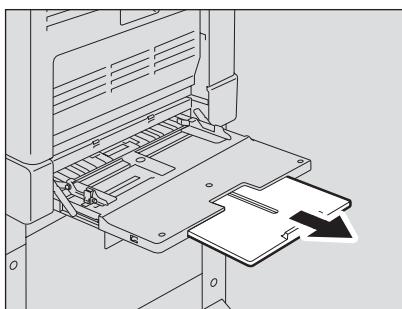
2 **Check if the lamp of the paper size placed on bypass tray is lit. If not, press the [COPY] button several times until the lamp of the desired paper size is lit.**

The LCD screen shows as follows:


```
Ready for bypass          1
     100%        SORT
     ZOOM     FINISHING    EDIT
```
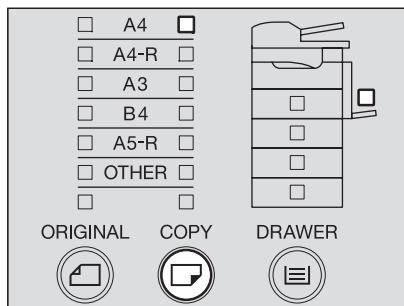
3 **Select the media type most suited to the paper placed in the drawer.**

(1) Press the selecting button C once.

(2) Press the selecting button A three times to select "PAPER TYPE", and then press the [ENTER] button.
Paper type setting menu appears.


```
PAPER TYPE   THICK PAPER1
             THICK PAPER2
        1    TRANSPARENCY
                       ▼
```

(3) Press the selecting button C for several times until you select the desired media type, and then press the [ENTER] button.

You can select the media type from the following three:

THICK PAPER 1: Thick paper (81 to 105 g/m^2)

THICK PAPER 2: Thick paper (106 to 163 g/m^2), sticker labels

TRANSPARENCY: Overhead transparencies

Notes

- You do not need to select the media type when you use plain paper (64 to 80 g/m^2) or tracing paper. When the media type is already set at either of them, select "OFF".
- If you select a different media type from the one you placed on the bypass tray, this could cause a paper jam or the quality of the copied image could be lowered.

4 **Place the original.**

5 Select the other copy modes as required, and then press the [START] button.

Copying starts.

Note

When you make copies on overhead transparencies using the bypass tray, pick up the transparencies which have exited onto the receiving tray one by one. If the transparencies pile up, they may become curled and not be good for projection.

Tips

- When the paper on the bypass tray has run out during copying, copying continues with the paper of the same size in the drawer as the one on the bypass tray. (If the size of the paper on the bypass tray has not been registered in advance, however, copying stops. In this case, add paper to the bypass tray and press the [START] button to resume copying.)
- When bypass copying has finished, the [FUNCTION CLEAR] lamp blinks. Press the [FUNCTION CLEAR] button so that the paper size setting for the bypass tray will be cleared. Press the [FUNCTION CLEAR] button again so that bypass copying will be switched to copying with drawer feeding.

3

COPYING FUNCTIONS

This chapter describes various functions related to copy operations, such as how to make enlargement or reduction copies, or how to adjust the quality of copy images.

Before Making Copies

Default settings

Initial settings established when the equipment is powered on before any of the user functions are changed are called default settings. Each setting returns to its default when the power is turned ON, when the energy saving mode is cancelled, and when the [FUNCTION CLEAR] button is pressed.
The default settings of the basic copying functions at the time of the installation are shown below.

Item	Contents	Default setting at installation
Copy quantity	1 - 999	1
Paper selection	Automatic paper selection (APS), Manual paper selection	Automatic paper selection (APS)
Reproduction ratio	25 - 200%	100%
Image mode	TEXT/PHOTO, PHOTO, TEXT	TEXT/PHOTO
Density adjustment	Automatic copy density mode, Manual copy density mode	Automatic copy density mode

The default settings above can be changed. For the details, see the following page:

Confirming set functions

Press the [SETTINGS] button to confirm the set functions.
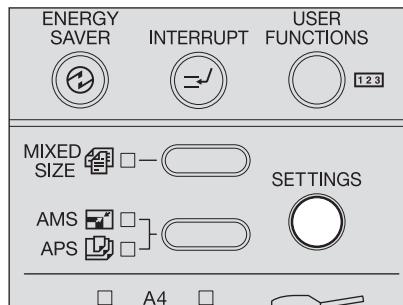
The current settings and functions set appear on the LCD screen.

```
NONSORT
2IN1 1>1 SIMPLEX
```

Press the selecting button B or C to display all the settings so that the display will be switched to the next one. After you finished the confirmation, press the [SETTINGS] button again.

Paper Selection

You can select the size of copy paper in two ways; one is automatic paper selection in which the equipment automatically selects copy paper of the same size as the original, and the other is manual paper selection in which you can select the desired paper size manually.

Automatic paper selection (APS):

The equipment detects the size of the original placed and automatically selects copy paper of the same size as the original.
The following sizes of originals are available:
A3, A4, A4-R, A5-R, B4, B5, B5-R and FOLIO (The size of FOLIO originals can be detected automatically only when they are placed on the Reversing Automatic Document Feeder (optional).)

Manual paper selection:

You can select the desired size of copy paper manually. This function can be used in a case the APS cannot be used, such as when originals are non-standard sizes or overhead transparencies.

Automatic paper selection (APS)

When you place a standard size original, the equipment detects its size and automatically selects copy paper of the same size as the original.

> **Tip**

The following sizes of originals are available:
A3, A4, A4-R, A5-R, B4, B5, B5-R and FOLIO (The size of FOLIO originals can be detected automatically only when they are placed on the Reversing Automatic Document Feeder (optional).)

> **Notes**

The equipment may not be able to correctly detect the size of the originals listed below. Use manual paper selection for the following originals:
- Highly transparent ones (e.g. overhead transparencies, tracing paper)
- Wholly dark ones or ones with dark borders
- Non-standard size ones (e.g. newspapers, magazines)

1 Place paper in the drawer.

> **Note**

Register the size of the paper into the equipment in advance.

2 Place the original.

3 **Press the APS/AMS selecting button and select APS. (The APS lamp is lit.)**
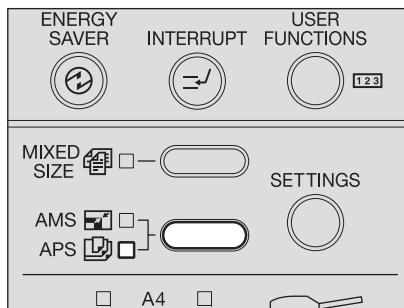
Tips

- The default setting at the installation is APS.
- If the direction of paper in the drawer differs from that of originals, the image of the original can be copied being rotated by 90 degrees, as long as their sizes are the same (B5 and A4 only).

4 **Select the other copy modes as required, and then press the [START] button.**

Manual paper selection

Select the paper size with this method when you use the following originals whose sizes may not be detected correctly with automatic paper selection:
- Highly transparent ones (e.g. overhead transparencies, tracing paper)
- Wholly dark ones or ones with dark borders
- Non-standard size (e.g. newspapers, magazines)

Tip

In this method, if the desired size of copy paper is not placed in the drawer, replace the paper already placed in the drawer with the desired one, or place the desired size of paper on the bypass tray.

1 **Place paper in the drawer.**

2 **Place the original.**

3 Press the [DRAWER] button several times until the lamp of the desired drawer is lit.

e.g.) Selecting the drawer of the equipment
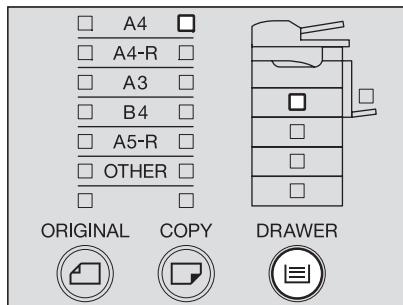
4 Select the other copy modes as required, and then press the [START] button.

Copying Different Sizes in One Go - MIXED-SIZE COPYING -

When different sizes of originals are mixed and placed on the Reversing Automatic Document Feeder (optional), some combinations of sizes can be copied in one go. The combination of A3 and A4, B4 and B5, or A4-R and FOLIO is available.

1 Place paper in the drawer.

Note

Bypass copying is disabled. Place paper in the drawer.

2 Place originals on the Reversing Automatic Document Feeder (optional).
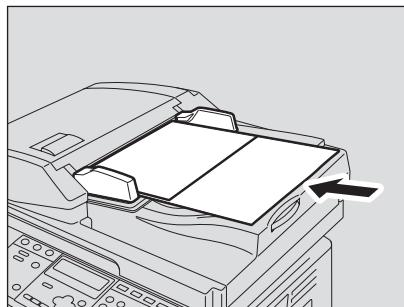
3 Press the [MIXED SIZE] button.
The mixed-size copying mode is set and the [MIXED SIZE] lamp is lit.
The equipment is switched to the automatic paper selection mode and the [APS] lamp is lit. When copying in the automatic paper selection mode, step 4 is not necessary. In this case, proceed to step 5.
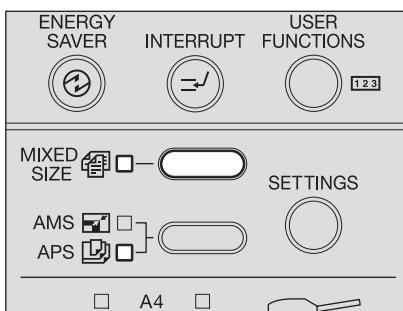
Note

In the automatic paper selection mode, a copy is made on copy paper of the same size as the original. Place paper whose sizes are the same as those of the originals in the corresponding drawers in advance.

4 **If you want to copy all the originals on the same size paper, press the [DRAWER] button to select the drawer.**

e.g.) Selecting the drawer of the equipment
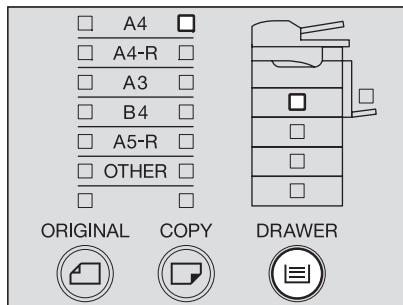
Note

When the mixed-size copying function is used, copy paper larger than the set original cannot be used for copying. Use paper of the same size as the original or smaller. For example, when mixed originals of A4 and A3 sizes are set, select the A4 size paper or smaller.

5 **Select the other copy modes as required, and then press the [START] button.**

Copying starts.

When "Change direction ORG" appears
The originals are not placed in a correct direction. Place them in a correct direction, and then press the [ENTER] button. Then press the [START] button to resume copying.

When the copying has finished, press the [FUNCTION CLEAR] button.

Zooming In/Out Copy Image

You can set the reproduction ratio of the copy image in the following three ways:

Automatic magnification selection (AMS):

Specify the size of the copy paper in advance. As the original is placed, the equipment then detects the size of the original and sets the reproduction ratio most suited to the size of copy paper automatically.
The following sizes of originals are available:
A3, A4, A4-R, A5-R, B4, B5, B5-R and FOLIO (The size of FOLIO originals can be detected automatically only when they are placed on the Reversing Automatic Document Feeder (optional).)

Specifying both the sizes of the original and the copy paper:

When you specify the sizes of both the original and the copy paper, the equipment automatically sets the reproduction ratio most suited to both of these sizes. This function can be used in case the AMS cannot be used, such as when originals are overhead transparencies.

Specifying reproduction ratio manually:

Specify the reproduction ratio manually from 25% to 200%.

Tip

The reproduction ratio can be set in the horizontal and vertical direction separately. In this case, select XY zoom function in the copy menu.
P.109 "Changing Sizes in Horizontal and Vertical Directions - XY ZOOM -"

Automatic magnification selection (AMS)

Specify the copy paper size to be used in advance. The equipment then detects the size of the original and automatically sets the most suitable reproduction ratio for the size of copy paper, as the original is placed.

Tip

The following sizes of originals are available:
A3, A4, A4-R, A5-R, B4, B5, B5-R and FOLIO (The size of FOLIO originals can be detected automatically only when they are placed on the Reversing Automatic Document Feeder (optional).)

Notes

Automatic magnification selection (AMS) may not work correctly for the size of originals listed below. Use other methods to set the reproduction ratio for the following originals:
• Highly transparent ones (e.g. overhead transparencies, tracing paper)
• Wholly dark ones or ones with dark borders
• Non-standard size (e.g. newspapers, magazines)

1 **Place paper in the drawer.**

2 **Press the [COPY] button several times until the lamp of the desired paper size is lit.**
e.g.) Selecting A4 size
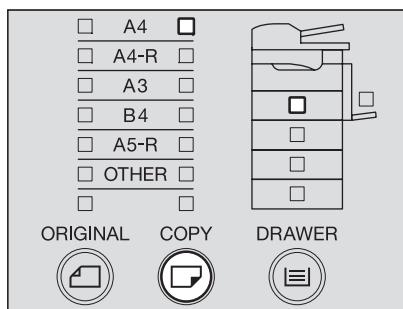
You can select the desired paper size with the [DRAWER] button in the same procedure.

3 **Press the APS/AMS selecting button until the AMS lamp is lit.**
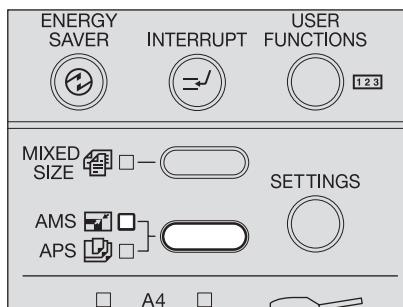
4 **Place the original.**
The equipment detects the size of the original, and then the most suitable reproduction ratio to the copy paper size is set.

5 **Select the other copy modes as required, and then press the [START] button.**

When "Change direction ORG" appears
The direction of the original placed is not correct. Press the [FUNCTION CLEAR] button to exit the original. Then rotate the original by 90 degrees to place it in the correct direction.

Specifying both the sizes of the original and the copy paper

1 **Place paper in the drawer.**

2 **Place the original.**

3 **Press the [ORIGINAL] button several times until the lamp of the desired original size is lit.**
e.g.) Selecting B4 for the original
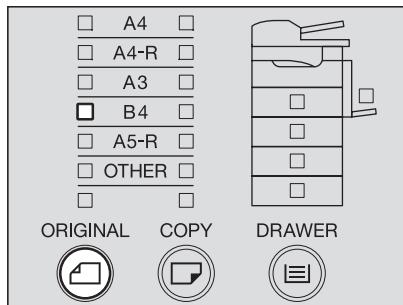
4 **Press the [COPY] button several times until the lamp of the desired paper size is lit.**
e.g.) Selecting A4 for copy paper
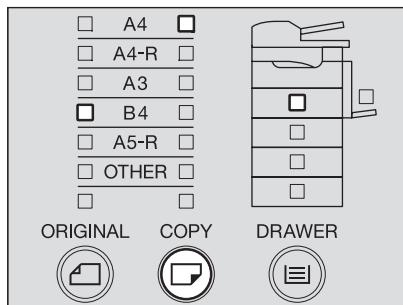
Tips

- You can select the desired paper size with the [DRAWER] button in the same procedure.
- When standard size paper other than A3, A4, A4-R, A5-R or B4 is placed, register this size as "OTHER" size in advance.
  P.47 "Registering other standard sizes"

The most appropriate reproduction ratio for both the sizes of the original and the copy paper is set.

5 **Select the other copy modes as required, and then press the [START] button.**

Specifying reproduction ratio manually

1 **Place paper in the drawer.**

2 **Place the original.**

3 **Press the selecting button A.**
The LCD screen shows as follows:
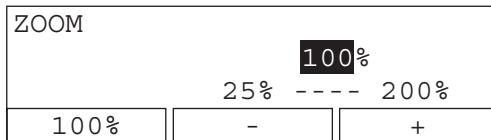
```
ZOOM
                    100%
              25% ---- 200%
    100%   ||      -      ||      +
```

4 **Press the selecting button B (–) or C (+) to set the desired reproduction ratio.**
One press of each button increases or decreases the reproduction ratio by 1%. When you keep pressing either of them, the reproduction ratio also keeps changing. The reproduction ratio can be set from 25% to 200%.

Tip

Press the selecting button A to return it to 100%.

5 **Press the [ENTER] button.**
The reproduction ratio is set.

6 **Press the [COPY] button several times until the lamp of the desired paper size is lit.**
e.g.) Selecting A4 for copy paper
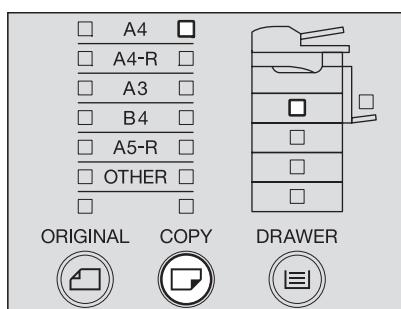
Tips

- You can select the desired paper size with the [DRAWER] button in the same procedure.
- When standard size paper other than A3, A4, A4-R, A5-R or B4 is placed, register this size as "OTHER" size in advance.
  P.47 "Registering other standard sizes"

7 Select the other copy modes as required, and then press the
[START] button.

Selecting Image Mode

You can select the most suitable quality of the copied image in the following three modes depending on the originals:

TEXT/PHOTO: Originals with text and photographs mixed
PHOTO: Originals with photographs
TEXT: Originals with text only or with text and fine illustrations only

Tip

"TEXT/PHOTO" is set by default at the installation of the equipment.

1 Place paper in the drawer.

2 Place the original.

3 Press the original mode button until the lamp of the desired mode is lit.
e.g.) Original with photographs
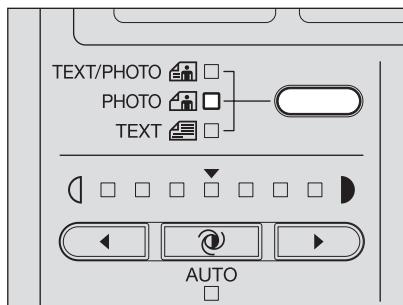
4 Select the other copy modes as required, and then press the [START] button.

Adjusting Density Level

The automatic copy density mode, which automatically selects the most suitable density level for the copied image by detecting that of the original, is set by default at the installation of the equipment. You can also adjust the density level as desired manually (=manual copy density mode) in the following procedure:

1 **Place paper in the drawer.**

2 **Place the original.**

3 **Press the density adjustment buttons (◁ (light) or ▷ (dark)) to adjust the density to the desired level.**
The density level can be set within 7 stages. One press of each button increases or decreases the density level by one stage. When you keep pressing either of them, the density level also keeps changing.
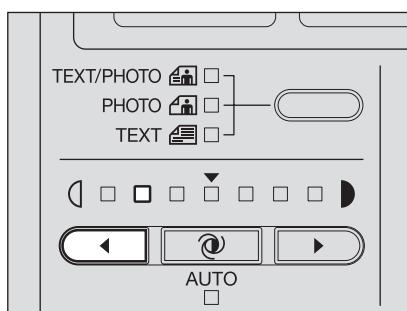
4 **Select the other copy modes as required, and then press the [START] button.**

To return it to the automatic copy density mode

Press the ⊚ (AUTO) button.

4

ADVANCED COPYING FUNCTIONS

This chapter describes some useful copying functions, such as how to copy more than one page into a single sheet of paper or how to print date and time on copy paper.

Copy Menu

This equipment provides you of many convenient copying functions. When you press the selecting button C on the "copy mode" main screen, the copy menu appears. Select the desired function in this menu.

```
FINISHING   DUPLEX   2IN1/4IN1
IMAGE SHIFT DUAL PAGE  ID CARD
EDGE ERASE  ANNOTATION XY ZOOM
PAPER TYPE  JOB BUILD  JOB MEMORY
```

Note

More than one copying function can be used together. However, some combinations of functions are disabled. For the details of the disabled combinations, see the following page:
 P.209 "Copying Function Combination Matrix"

Operating in copy menu

When you select the desired function in the menu, press the selecting buttons A, B and C. In this section, the procedure for selecting the XY zoom function is explained as an example.

1 **Select the desired function with the selecting buttons A, B and C.**
e.g.) Press the selecting button C to select "XY ZOOM".

```
FINISHING   DUPLEX   2IN1/4IN1
IMAGE SHIFT DUAL PAGE  ID CARD
EDGE ERASE  ANNOTATION XY ZOOM
PAPER TYPE  JOB BUILD  JOB MEMORY
     A          B          C
```

2 **Press the same selecting button for several times until you select the desired function.**

```
FINISHING   DUPLEX   2IN1/4IN1
IMAGE SHIFT DUAL PAGE  ID CARD
EDGE ERASE  ANNOTATION XY ZOOM
PAPER TYPE  JOB BUILD  JOB MEMORY
```

3 **Press the [ENTER] button.**
The function setting screen appears. Perform the setting by following the instructions displayed on the screen.

Copy function list

The copying functions displayed on the copy menu are shown below.

Function	Description
FINISHING (📖 P.84, 📖 P.85, 📖 P.86)	Selects finishing modes for paper copied and exited to the receiving tray. **SORT:** Exited in the same order as originals in each set. **NONSORT**: Exited without being sorted. **ALTERNATION:** Exited while they are being sorted and rotated alternately one set by one. **MAGAZINE SORT:** Exited in a booklet-type page arrangement.
IMAGE SHIFT (📖 P.88)	Makes a binding margin on copy paper. The margin width can be set between 4 mm and 15 mm. **LEFT MARGIN:** Makes a binding margin on the left side of paper. **RIGHT MARGIN:** Makes a binding margin on the right side of paper.
EDGE ERASE (📖 P.90)	Makes a margin along the edge of copy paper. The margin width can be set between 4 mm and 15 mm.
PAPER TYPE (📖 P.64)	Selects the media type of copy paper. This function is available only in the bypass copying. **THICK PAPER1:** Thick paper 1 (81 - 105 g/m^2) **THICK PAPER2:** Thick paper 2 (106 - 163 g/m^2) **TRANSPARENCY:** Overhead transparencies
DUPLEX (📖 P.92)	Selects whether originals and copy paper are 1-sided or 2-sided. **1>1 SIMPLEX:** 1-sided original to 1-sided copy **1>2 DUPLEX:** 1-sided original to 2-sided copy **2>2 DUPLEX:** 2-sided original to 2-sided copy **2>1 SPLIT:** 2-sided original to 1-sided copy **BOOK > 2:** Booklet-type original to 2-sided copy
DUAL PAGE (📖 P.99)	Makes copies of the double-page spread of a booklet. The right and left pages are copied separately. The book margin width can be set between 8 mm to 30 mm.
ANNOTATION (📖 P.101)	Prints page numbers, date and time. **PAGE NUMBER:** Prints page numbers. **Page, Date&Time:** Print page numbers, date and time.
JOB BUILD (📖 P.102)	Scans and copies originals made of several jobs (= stacks). Settings and scanning methods can be changed for each job. When all the originals have been scanned, they are copied in one go.
2IN1/4IN1 (📖 P.104)	Makes copies of 2 or 4 pages of originals into 1 page by reducing their reproduction ratio. **2IN1:** Makes copies of 2 pages into 1 page. **4IN1:** Makes copies of 4 pages into 1 page.
ID CARD (📖 P.107)	Makes copies of the both sides of a card into 1 page of A4 paper.
XY ZOOM (📖 P.109)	Selects the reproduction ratio in the horizontal and vertical directions separately.
JOB MEMORY (📖 P.111)	Registers the combination of functions used frequently and recall it as required. **RECALL:** Recalls the combination of functions registered. **MEMORY:** Registers the combination of functions.

Copying in Same Page Order as Originals - Sort Copying -

When you make several sets of copies, the copies can be made to exit in the same order as the originals in each set. This is called sort copying.

Copied and sorted in 2 sets
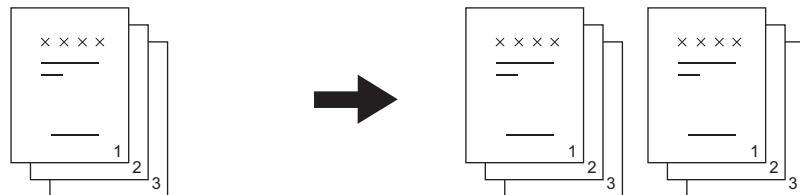
Copied in 2 sets without being sorted
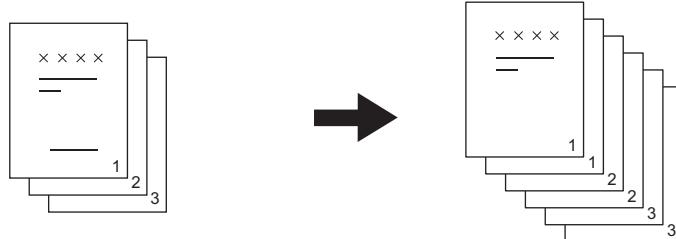
1 **Place paper in the drawer.**

2 **Place the original.**

Tip

When originals are placed on the Reversing Automatic Document Feeder (optional), this function is automatically set. In this case, proceed to step 5.

3 **Select "FINISHING" in the copy menu, and then press the [ENTER] button.**

FINISHING	DUPLEX	2IN1/4IN1
IMAGE SHIFT	DUAL PAGE	ID CARD
EDGE ERASE	ANNOTATION	XY ZOOM
PAPER TYPE	JOB BUILD	JOB MEMORY

4 **Select "SORT", and then press the [ENTER] button.**

FINISHING	SORT
	NONSORT
	ALTERNATION
	▼

The sort copying is set.

5 **Select the other copy modes as required, and then press the [START] button.**

Sorting Alternately One Set by One - ALTERNATION -

When you make several sets of copies, the copies can be sorted and made to exit alternately one set by one. This is called alternation. You need to place copy paper in one drawer in a landscape direction and place that of the same size in another drawer in a portrait direction in advance.
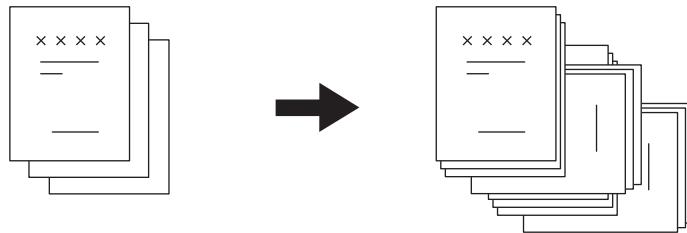
Note

A4 or B5 size is available for this function.

1 Place paper in the drawer.

2 Place the original.

3 Key in the desired number of copies.

4 Select "FINISHING" in the copy menu, and then press the [ENTER] button.

FINISHING	DUPLEX	2IN1/4IN1
IMAGE SHIFT	DUAL PAGE	ID CARD
EDGE ERASE	ANNOTATION	XY ZOOM
PAPER TYPE	JOB BUILD	JOB MEMORY

5 Select "ALTERNATION", and then press the [ENTER] button.

FINISHING	SORT
	NONSORT
	ALTERNATION
	▼

The alternation is set.

6 Select the other copy modes as required, and then press the [START] button.

Sorting in Magazine Type Arrangement - MAGAZINE SORT -

The copies can be made to exit in a booklet-type page arrangement. This is called magazine sort. You can make a booklet by folding and binding the stack of copied paper at its centre.
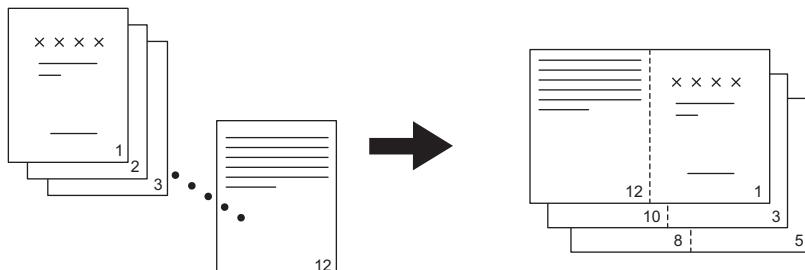
- A3, A4-R and B4 sizes are available for this function.
- The Automatic Duplexing Unit (optional) is required.
- This function cannot be used together with the image shift.
  📖 P.88 "Shifting Paper to Make Margin - IMAGE SHIFT -"

1 **Place paper in the drawer.**

2 **Place the original.**

3 **Select "FINISHING" in the copy menu, and then press the [ENTER] button.**

FINISHING	DUPLEX	2IN1/4IN1
IMAGE SHIFT	DUAL PAGE	ID CARD
EDGE ERASE	ANNOTATION	XY ZOOM
PAPER TYPE	JOB BUILD	JOB MEMORY

4 **Select "MAGAZINE SORT", and then press the [ENTER] button.**

FINISHING	NONSORT
	ALTERNATION
	MAGAZINE SORT ≫
	▼

5 **Select the duplex copying mode most suited to the original, and then press the [ENTER] button.**

1>2 DUPLEX: When originals are 1-sided
2>2 DUPLEX: When originals are 2-sided

```
MAGAZINE SORT
                 1>2 DUPLEX
 ⌐1 ➜ ⌐1         2>2 DUPLEX
                           ▼
```
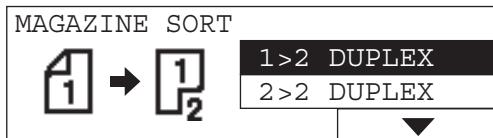
The magazine sort is set.

6 **Select the other copy modes as required, and then press the [START] button.**

Shifting Paper to Make Margin - IMAGE SHIFT -

You can make a margin on copy paper by shifting the whole paper to the right or left. The margin can be used for punching holes or stapling.
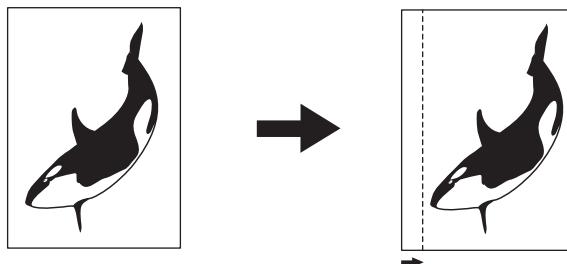
- When you place paper on the bypass tray, register the size of the paper into the equipment in advance.
- This function cannot be used together with the magazine sort.
  P.86 "Sorting in Magazine Type Arrangement - MAGAZINE SORT -"

1 **Place paper in the drawer.**

2 **Place the original.**

3 **Select "IMAGE SHIFT" in the copy menu, and then press the [ENTER] button.**

```
FINISHING   DUPLEX    2IN1/4IN1
IMAGE SHIFT DUAL PAGE  ID CARD
EDGE ERASE ANNOTATION  XY ZOOM
PAPER TYPE JOB BUILD  JOB MEMORY
```

4 **Select whether you make a margin on the right or left side of the paper, and then press the [ENTER] button.**
LEFT MARGIN: The margin will be made on the left.
RIGHT MARGIN: The margin will be made on the right.

```
IMAGE SHIFT   LEFT MARGIN »
              RIGHT MARGIN »
█ → █         OFF
                    ▼
```

5 **Specify the margin width, and then press the [ENTER] button.**
The margin width can be set between 4 mm and 15 mm.

```
RIGHT MARGIN
                    7mm
              4mm ---- 15mm
              ┌──────────┬──────────┐
              │    -     │    +     │
              └──────────┴──────────┘
```

The image shift is set.

6 **Select the other copy modes as required, and then press the [START] button.**

Erasing Shadow on Edge - EDGE ERASE -

When you make copies of thick objects such as books, the edge of copied image may be darkened by shadow. When you use this copied image as an original, you can erase this shadow and make a margin only on the edge of paper with this function.
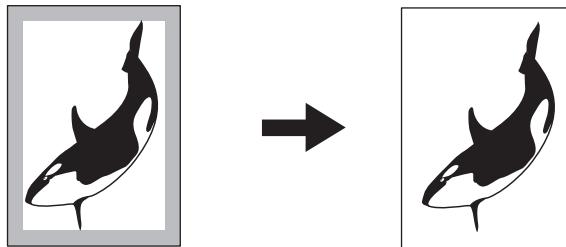
Notes

• Only standard size originals are available.
• When you place paper on the bypass tray, register the size of the paper into the equipment in advance.

1   Place paper in the drawer.

2   Place the original.

3   Select "EDGE ERASE" in the copy menu, and then press the [ENTER] button.

FINISHING	DUPLEX	2IN1/4IN1
IMAGE SHIFT	DUAL PAGE	ID CARD
EDGE ERASE	ANNOTATION	XY ZOOM
PAPER TYPE	JOB BUILD	JOB MEMORY

4   Select "ON", and then press the [ENTER] button.

5 Specify the margin width, and then press the [ENTER] button.

The margin width can be set between 4 mm and 15 mm.

```
EDGE  ERASE
                        7mm
                 4mm  ----  15mm
              ┌──────────┬──────────┐
              │    -     │    +     │
              └──────────┴──────────┘
```
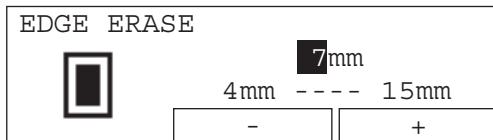
The edge erase is set.

6 Select the other copy modes as required, and then press the [START] button.

Copying on Both Sides - DUPLEX -

You can select whether originals and paper are 1-sided or 2-sided individually. You can make copies of 1-sided originals into the both sides of paper so that you can save paper. Also you can copy a book into the both sides of paper so that you can make another book.

1>1 SIMPLEX (📖 P.93)
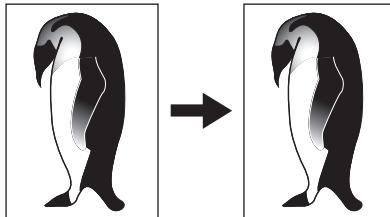
2>1 SPLIT (📖 P.93)
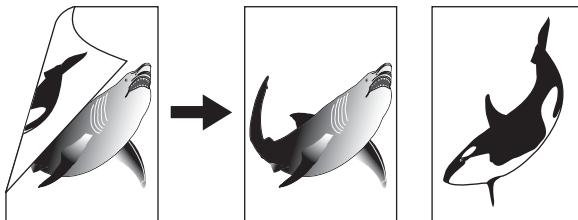
1>2 DUPLEX (📖 P.94)

2>2 DUPLEX (📖 P.94)

BOOK > 2 (📖 P.96)
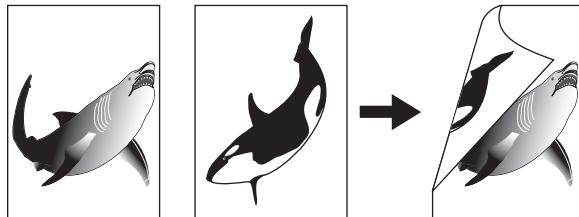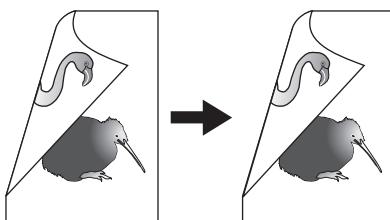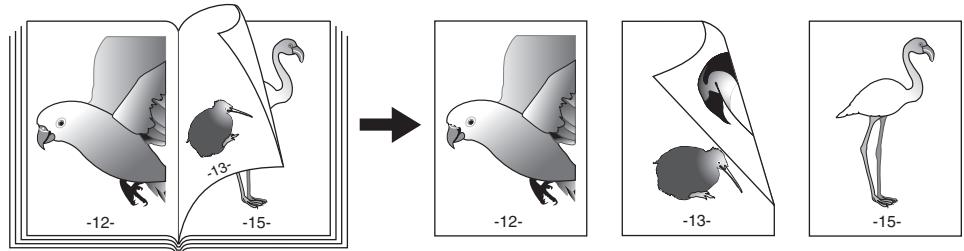
Notes

- To scan 2-sided originals automatically, the Reversing Automatic Document Feeder (optional) is required.
- To copy on the both sides of paper, the Automatic Duplexing Unit (optional) is required.

Copying on one side

You can copy 1-sided or 2-sided originals on the one side of paper.

1 Place paper in the drawer.

2 Place the original.

3 Select "DUPLEX" in the copy menu, and then press the [ENTER] button.

FINISHING	DUPLEX	2IN1/4IN1
IMAGE SHIFT	DUAL PAGE	ID CARD
EDGE ERASE	ANNOTATION	XY ZOOM
PAPER TYPE	JOB BUILD	JOB MEMORY

4 Select the duplex copying mode, and then press the [ENTER] button.
1>1 SIMPLEX: 1-sided original to 1-sided copy
2>1 SPLIT: 2-sided original to 1-sided copy

DUPLEX	2>2 DUPLEX ≫
2→1	2>1 SPLIT
	BOOK > 2 ≫
	▼
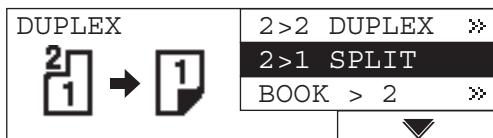
The mode of duplex copying is set.

5 **Select the other copy modes as required, and then press the [START] button.**
Copying starts.

6 **Place the next original if you are using the original glass, and then select "YES". Repeat this procedure until all the originals are scanned.**
You can press the [START] button instead of selecting "YES".

```
Next original?
                YES
                NO
                        ▼
```
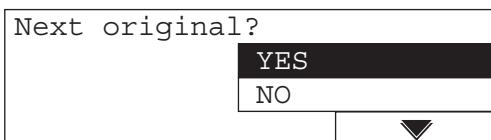
When all the originals have been scanned
Select "NO".

Copying on both sides

You can copy 1-sided or 2-sided originals on the both side of paper.

1 **Place paper in the drawer.**

Note

Use plain paper (64 to 80 g/m^2).

2 **Place the original.**

3 **Select "DUPLEX" in the copy menu, and then press the [ENTER] button.**

```
FINISHING   DUPLEX    2IN1/4IN1
IMAGE SHIFT DUAL PAGE  ID CARD
EDGE ERASE  ANNOTATION XY ZOOM
PAPER TYPE  JOB BUILD JOB MEMORY
```

4 Select the duplex copying mode, and then press the [ENTER] button.

1>2 DUPLEX: 1-sided original to 2-sided copy
2>2 DUPLEX: 2-sided original to 2-sided copy
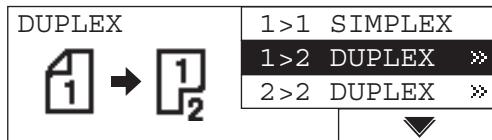
```
DUPLEX            1>1 SIMPLEX
                  1>2 DUPLEX   ≫
  ⬚ ➡ ⬚          2>2 DUPLEX   ≫
   1    1                    ▼
        2
```

5 Select the finishing mode, and then press the [ENTER] button.

BOOK TYPE: Open to left
TABLET TYPE: Open to top

```
DUPLEX
                  BOOK  TYPE
  📖📖            TABLET  TYPE
                             ▼
```

The mode of duplex copying is set.

6 Select the other copy modes as required, and then press the [START] button.

Copying starts.

7 Place the next original if you are using the original glass, and then select "YES". Repeat this procedure until all the originals are scanned.

You can press the [START] button instead of selecting "YES".

```
Next original?
                  YES
                  NO
                             ▼
```
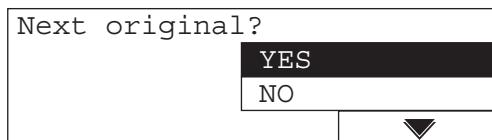
When all the originals have been scanned
Select "NO".

Copying booklet on both sides

You can copy booklet-type originals such as books or catalogues on the both sides of paper, as in the same manner as the original.

1 **Place paper in the drawer.**

Notes

- Use plain paper (64 to 80 g/m^2).
- B5 and A4 sizes are available.

2 **Press the [DRAWER] button to select the drawer to use.**

3 **Select "DUPLEX" in the copy menu, and then press the [ENTER] button.**

FINISHING	DUPLEX	2IN1/4IN1
IMAGE SHIFT	DUAL PAGE	ID CARD
EDGE ERASE	ANNOTATION	XY ZOOM
PAPER TYPE	JOB BUILD	JOB MEMORY

4 **Select "BOOK > 2", and then press the [ENTER] button.**

DUPLEX	2>2 DUPLEX ≫
	2>1 SPLIT
	BOOK > 2 ≫
	▼
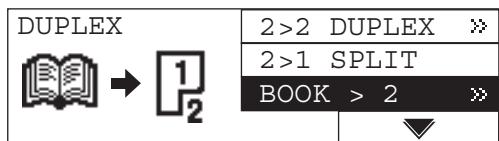
5 **Select whether the beginning page of the copy is the right or left page, and also select whether the ending page is the right or left page. Then press the [ENTER] button.**
Select among "RIGHT > RIGHT", "RIGHT > LEFT", "LEFT > LEFT" and "LEFT > RIGHT".

```
BOOK > 2        RIGHT > RIGHT ≫
                RIGHT > LEFT  ≫
                LEFT  > LEFT  ≫
                        ▼
```
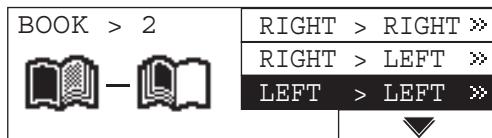
e.g.) Copy begins with page 2 and ends with page 6: "LEFT > LEFT"
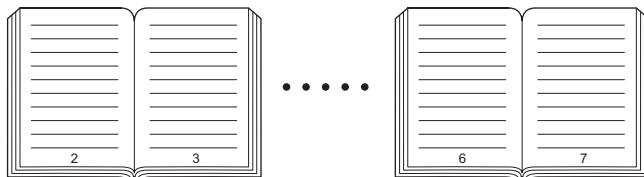
6 **Specify the margin width, and then press the [ENTER] button.**
The margin width can be set between 8 mm and 30 mm.

```
BOOK MARGIN
                15mm
            8mm ---- 30mm
        ‖    -    ‖    +
```
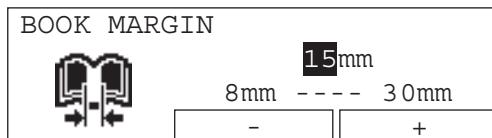
The mode of duplex copying is set.

7 **Place the original, and then select other copy modes as required. Then press the [START] button.**
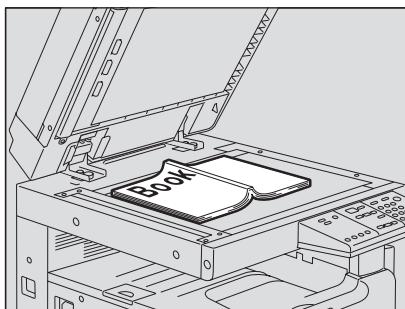
Caution

Do not place heavy objects (4 kg or more) and do not press on it with force.
Breaking the glass could injure you.

Scanning starts.

8 **Open the next page and place the original, and then select "YES". Repeat this procedure until the last page to be copied is left.**
You can press the [START] button instead of selecting "YES".

```
Next original?
                YES
            YES(SINGLE)
                        ▼
```

When copying the last page
If the last page is 1-sided, select "YES (SINGLE)". If it is 2-sided, select "YES".

When all the originals have been scanned
Select "NO".

Copying Right and Left Pages Separately - DUAL PAGE -

When you place a booklet-type original on the original glass while it is being opened, the right and left pages of the opened section can be copied separately on different paper. Also, when the Automatic Duplexing Unit (optional) is installed, they can be copied on both sides of paper. You do not need to move the original on the original glass.
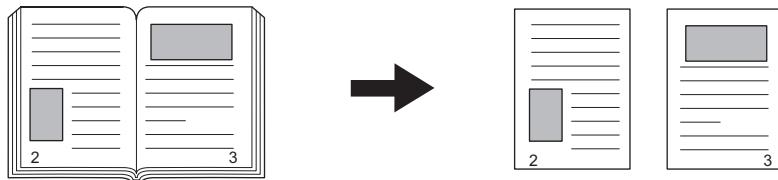
- B5 and A4 sizes are available for this function.
- When you place paper on the bypass tray, register the size of the paper into the equipment in advance.

1 Place paper in the drawer.

2 Place an original.
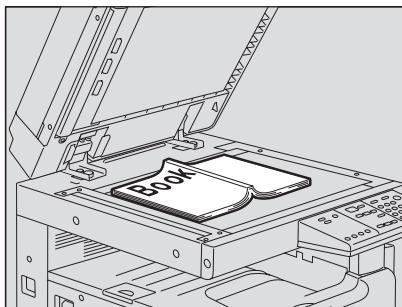
Caution

Do not place heavy objects (4 kg or more) and do not press on it with force.
Breaking the glass could injure you.

3 Select "DUAL PAGE" in the copy menu, and then press the [ENTER] button.

FINISHING	DUPLEX	2IN1/4IN1
IMAGE SHIFT	DUAL PAGE	ID CARD
EDGE ERASE	ANNOTATION	XY ZOOM
PAPER TYPE	JOB BUILD	JOB MEMORY

4 **Select "ON", and then press the [ENTER] button.**

```
DUAL PAGE
                              ON        ≫
   ▯▯ ➜ ▯▯             OFF
                                 ▼
```

5 **Specify the margin width, and then press the [ENTER] button.**
The margin width can be set between 8 mm and 30 mm.

```
BOOK MARGIN
                        15mm
   ▯▯              8mm ---- 30mm
                     -           +
```
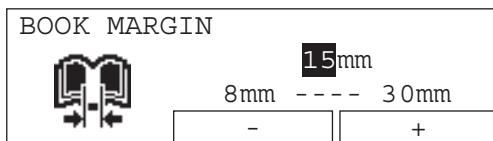
The dual page is set.

6 **Select the other copy modes as required, and then press the [START] button.**
Copying starts.

7 **Place the original again after turning a page, and select "YES". Repeat this procedure until all the originals are scanned.**
You can press the [START] button instead of selecting "YES".

```
Next original?
                   YES
                   NO
                          ▼
```
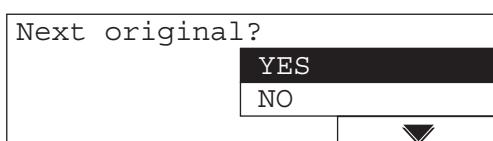
When all the pages are scanned
When all the pages are scanned, select "NO".

Printing Page Number, Date and Time - ANNOTATION -

You can print page numbers, date and time on copied paper.
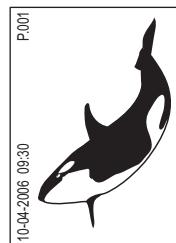
1 **Place paper in the drawer.**

2 **Place the original.**

3 **Select "ANNOTATION" in the copy menu, and then press the [ENTER] button.**

FINISHING	DUPLEX	2IN1/4IN1
IMAGE SHIFT	DUAL PAGE	ID CARD
EDGE ERASE	ANNOTATION	XY ZOOM
PAPER TYPE	JOB BUILD	JOB MEMORY

4 **Select the item to print, and then press the [ENTER] button.**
PAGE NUMBER: Page numbers
Page, Date&Time: Page numbers, date and time

ANNOTATION	PAGE NUMBER
	Page,Date&Time
	OFF
	▼
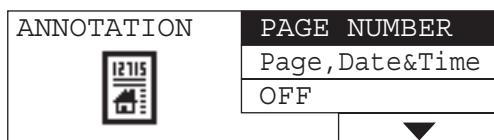
The annotation is set.

5 **Select the other copy modes as required, and then press the [START] button.**

Changing Copy Setting on Each Job - JOB BUILD -

This function is useful for originals consisting of several jobs (= stacks). You can change settings and scanning methods for each job, and when all the originals have been scanned under the different settings, they are copied in one go. A maximum of 250 pages can be handled in one go, and a maximum of 5 jobs can be scanned.
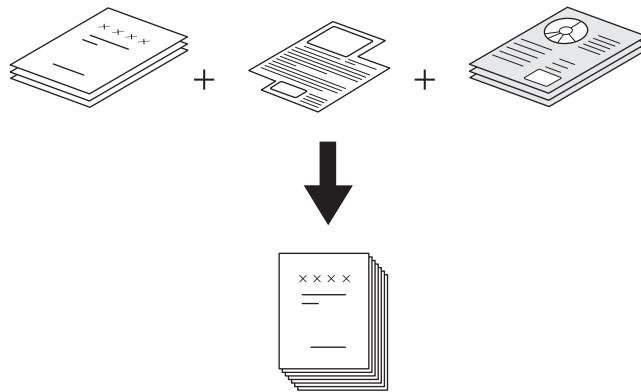
Note

Some functions cannot be used together with this function or may have some restrictions.
When the following functions are set for the first job, they are also set for the rest:
Paper size selection, Finishing modes, Image shift
Functions not available:
Mixed-size copying, APS, Copying booklet on both sides ("BOOK>2"), Specifying reproduction ratio manually, XY zoom, Magazine sort, Dual page, 2IN1/4IN1, ID card, Annotation

1 **Place paper in the drawer.**

2 **Set copy quantities.**

3 **Select "JOB BUILD" in the copy menu, and then press the [ENTER] button.**

FINISHING	DUPLEX	2IN1/4IN1
IMAGE SHIFT	DUAL PAGE	ID CARD
EDGE ERASE	ANNOTATION	XY ZOOM
PAPER TYPE	**JOB BUILD**	JOB MEMORY

4 **Select "ON", and then press the [ENTER] button.**

```
JOB BUILD
                           ON        »
 ▣▣ ➜ ▤          OFF
                           ▼
```

The job build function is set and the LCD screen shows as follows:

```
READY
(JOB BUILD)                1
   100%        SORT
  ZOOM    ‖FINISHING‖   EDIT
```

5 **Place the first job of the originals.**

6 **Select other copy modes as required, and then press the [START] button.**
Scanning starts. When the scanning is finished, the LCD screen shows as follows:

```
JOB BUILD
                  Scan next page
                  End job build
                           ▼
```
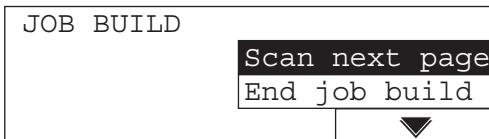
7 **Place the next job.**
Repeat steps 6 and 7 until all the jobs are scanned.

8 **When all the originals have been scanned, select "End job build", and then press the [ENTER] button.**

```
JOB BUILD
                  Scan next page
                  End job build
                           ▼
```
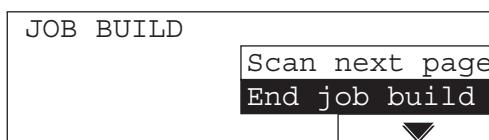
Copying starts.

Copying 2 or 4 Pages into 1 Page - 2IN1/4IN1 -

2 or 4 pages of originals can be copied into 1 page by reducing their reproduction ratio. When the Automatic Duplexing Unit (optional) is used, maximum 8 pages can be copied in 1 sheet, using its both sides.

2IN1
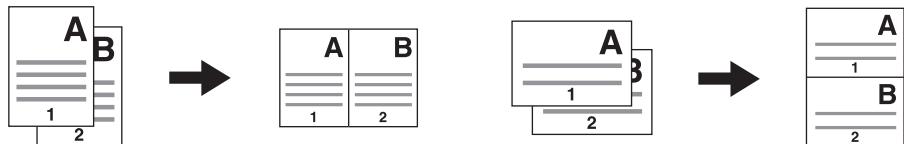
4IN1
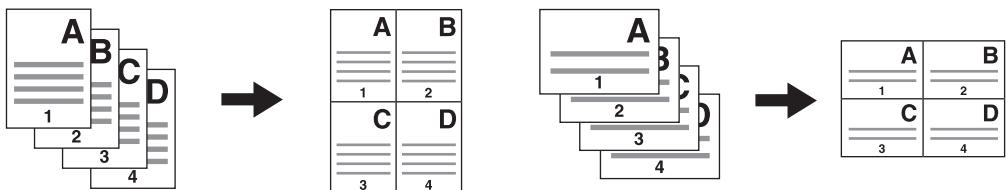
2IN1 DUPLEX (a: Side 1, b: Side 2)
- When a copy is turned with the line as a pivot, originals are printed on Side 2 (back face) as shown.
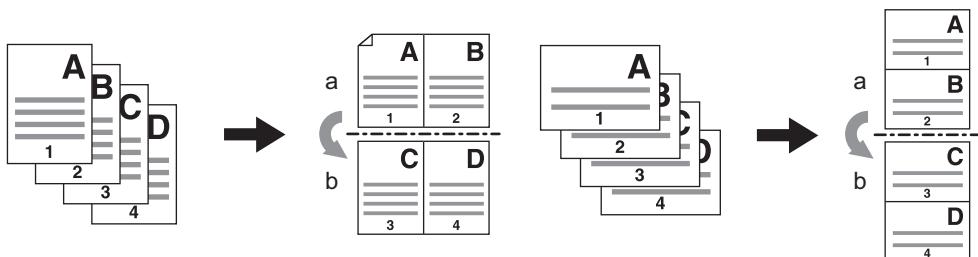
4IN1 DUPLEX (a: Side 1, b: Side 2)
- When a copy is turned with the line as a pivot, originals are printed on Side 2 (back face) as shown.
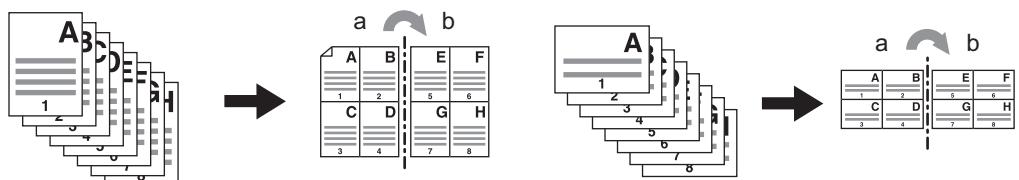
1 **Place paper in the drawer.**

> **Note**
>
> When you place paper on the bypass tray, register the size of the paper into the equipment in advance.

2 **Select "2IN1/4IN1" in the copy menu, and then press the [ENTER] button.**

```
FINISHING   DUPLEX    2IN1/4IN1
IMAGE SHIFT DUAL PAGE  ID  CARD
EDGE ERASE  ANNOTATION XY  ZOOM
PAPER TYPE  JOB BUILD JOB MEMORY
```

3 **Select either of 2IN1 or 4IN1, and then press the [ENTER] button.**
2IN1: 2 pages of originals to 1 page of copy
4IN1: 4 pages of originals to 1 page of copy

```
2IN1/4IN1      2IN1        ≫
               4IN1        ≫
               OFF
                    ▼
```

4 **Select the duplex copying mode, and then press the [ENTER] button.**
1>1 SIMPLEX: 1-sided original to 1-sided copy
1>2 DUPLEX: 1-sided original to 2-sided copy
2>2 DUPLEX: 2-sided original to 2-sided copy
2>1 SPLIT: 2-sided original to 1-sided copy

```
2IN1           1>1 SIMPLEX
  2     1>     1>2 DUPLEX  ≫
  1     12     2>2 DUPLEX  ≫
                    ▼
```

5 **Select the finishing mode, and then press the [ENTER] button.**
BOOK TYPE: Open to left
TABLET TYPE: Open to top

```
DUPLEX
           ┌──────────────────┐
      ┌──┐  │ BOOK  TYPE       │
      │▒▒│  │ TABLET TYPE      │
      │▒▒│  ├──────────┬───────┤
      └──┘  │          │   ▼   │
           └──────────────────┘
```
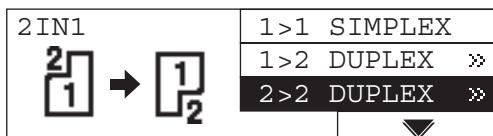
Note

When "1>1 SIMPLEX" is selected in step 4, this procedure is not necessary.

The 2IN1 / 4IN1 is set.

6 **Select the other copy modes as required, and then press the [START] button.**

Copying Both Sides of Card into 1 Page - ID CARD -

The both sides of a card-sized original can be copied into one side of A4 paper. This function is useful when you need to copy massive amounts of 2-sided cards.

Front side   Back side
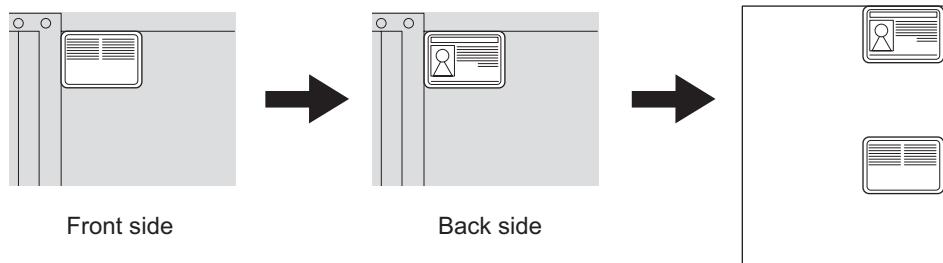
1 Place paper in the drawer.

2 Select "ID CARD" in the copy menu, and then press the [ENTER] button.

FINISHING	DUPLEX	2IN1/4IN1
IMAGE SHIFT	DUAL PAGE	ID CARD
EDGE ERASE	ANNOTATION	XY ZOOM
PAPER TYPE	JOB BUILD	JOB MEMORY

3 Select "ON", and then press the [ENTER] button.

```
ID CARD

            ON      ≫
            OFF
             ▼
```

The ID card function is set.

4 Raise the Platen Cover (optional) or the Reversing Automatic Document Feeder (optional) / Automatic Document Feeder (optional).

5 **Place a card original on the original glass.**
Place the card face down, aligning and pushing it to the left rear corner of the original glass.
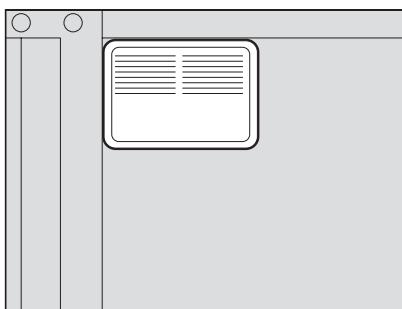
6 **Lower the Platen Cover (optional) or the Reversing Automatic Document Feeder (optional) / Automatic Document Feeder (optional) carefully.**

7 **Select the other copy modes as required, and then press the [START] button.**
The scanning of its top side starts. The LCD screen shows as follows:

```
Set back of ID CARD       1
   100%        SORT
  ZOOM     FINISHING   EDIT
```

8 **Raise the Platen Cover (optional) or the Reversing Automatic Document Feeder (optional) / Automatic Document Feeder (optional).**

9 **Turn over the card and place it on the original glass again.**
Align and push it to the left rear corner of the original glass.

10 **Lower the Platen Cover (optional) or the Reversing Automatic Document Feeder (optional) / Automatic Document Feeder (optional) carefully.**

11 **Press the [START] button.**

Changing Sizes in Horizontal and Vertical Directions - XY ZOOM -

You can select each reproduction ratio of the horizontal and vertical directions separately.
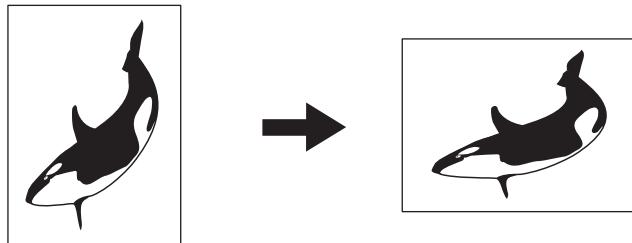
1 **Place paper in the drawer.**

2 **Place the original.**

3 **Select "XY ZOOM" in the copy menu, and then press the [ENTER] button.**

FINISHING	DUPLEX	2IN1/4IN1
IMAGE SHIFT	DUAL PAGE	ID CARD
EDGE ERASE	ANNOTATION	XY ZOOM
PAPER TYPE	JOB BUILD	JOB MEMORY

4 **Press the selecting button B (–) or C (+) to set the desired reproduction ratio.**
One press of each button increases or decreases the reproduction ratio by 1%. When you keep pressing either or them, the reproduction ratio also keeps changing. The reproduction ratio can be set from 25% to 200%.
The direction can be switched with the selecting button A (X/Y).

```
XY ZOOM
          X:120%   Y: 80%
               25% ---- 200%
    X/Y    ||     -     ||     +
```

5 **Press the [ENTER] button.**
The reproduction ratios are set.

6 Press the [COPY] button several times until the lamp of the desired paper size is lit.

e.g.) Selecting A4 for copy paper
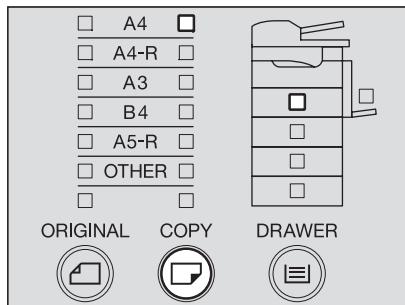
Tips

You can select the desired paper size with the [DRAWER] button in the same procedure.
- When standard size paper other than A3, A4, A4-R, A5-R or B4 is placed, register this size as "OTHER" size in advance.
- P.47 "Registering other standard sizes"

7 Select the other copy modes as required, and then press the [START] button.

Registering Functions Frequently Used - JOB MEMORY -

You can register the combination of functions frequently used, and recall it as required. The combinations once registered will not be deleted by turning the power of the equipment OFF. Up to 4 combinations of functions can be registered.

```
• Reproduction ratio: 85%
• Copy quantity: 20         ➡️  MEMORY
• Copy density: Automatic
• Paper size: B5
                                   ⋮
                                   ⬇
                                           • Reproduction ratio: 85%
                            RECALL  ➡️     • Copy quantity: 20
                                           • Copy density: Automatic
                                           • Paper size: B5
```
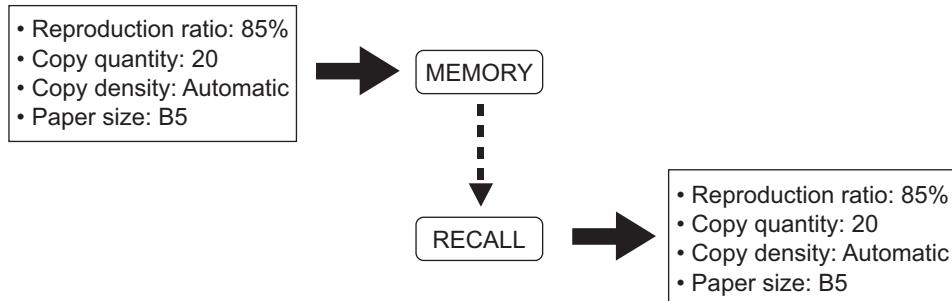
Note

The functions available are shown below.
Original size, APS/AMS, Mixed-size copying, Reproduction ratio, Image mode, Copy density, Finishing modes, Image shift, Edge erase, Paper type, Duplex, Dual page, Annotation, Job build, 2IN1/4IN1, XY zoom

Registering combination of functions

1 Set all functions you want to register.
e.g.) Reproduction ratio: 85%, copy qty.: 20, density: automatic density mode, paper size: B5

2 Select "JOB MEMORY" in the copy menu, and then press the [ENTER] button.

FINISHING	DUPLEX	2IN1/4IN1
IMAGE SHIFT	DUAL PAGE	ID CARD
EDGE ERASE	ANNOTATION	XY ZOOM
PAPER TYPE	JOB BUILD	**JOB MEMORY**

3 Select "MEMORY", and then press the [ENTER] button.

```
JOB MEMORY
              RECALL          »
    ➡️       MEMORY          »
                    ▼
```

4 **Select among "MEMORY1", "MEMORY2", "MEMORY3" and "MEMORY4". Then press the [ENTER] button.**

e.g.) Selecting "MEMORY4"

MEMORY	MEMORY2
	MEMORY3
	MEMORY4
	▼

Note

A mark on the left end of the memory name indicates that the combination of functions has already been registered to the memory. When you select a memory number already registered, the memory content will be overwritten.

The combination of the functions has been registered.

Recalling combination of functions

1 **Select "JOB MEMORY" in the copy menu, and then press the [ENTER] button.**

FINISHING	DUPLEX	2IN1/4IN1
IMAGE SHIFT	DUAL PAGE	ID CARD
EDGE ERASE	ANNOTATION	XY ZOOM
PAPER TYPE	JOB BUILD	JOB MEMORY

2 **Select "RECALL", and then press the [ENTER] button.**

JOB MEMORY	
	RECALL ≫
	MEMORY ≫
	▼

3 **Select among "MEMORY1", "MEMORY2", "MEMORY3" and "MEMORY4". Then press the [ENTER] button.**

e.g.) Selecting "MEMORY4"

RECALL	MEMORY2
	MEMORY3
	MEMORY4
	▼

Note

A memory to which the combination of functions has already been registered has a mark on the left end of the memory name.

The combination of the functions is recalled.

4 **Select the other copy modes as required, and then press the [START] button.**

5

CHANGING EQUIPMENT'S SETTINGS

This chapter describes how to change each setting of this equipment.

Before Changing the Settings

The settings of this equipment can be changed depending on your usage. The screen and the basic button operation are explained in this section.

Displaying the "user functions mode" main screen

To change the settings, operate the buttons on the control panel viewing the menu. Press the [USER FUNCTIONS] button on the control panel.
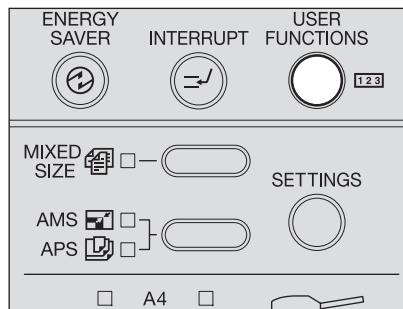
The "user functions mode" main screen is displayed. Select the item from this screen and change the setting.
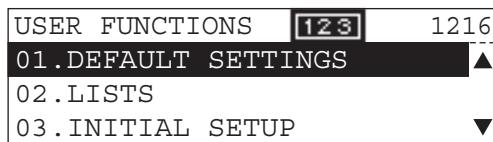
Checking the total number of sheets ever copied or printed

You can check the total number of sheets ever copied or printed. The total number of sheets is displayed on the top right corner of the "user functions mode" main screen.

Note

The total number of sheets cannot be reset.

Checking the menu structure

The menu of this equipment can be printed as a list. See the page below for details.

Menu items not described in this manual

This operator's manual explains the general settings and the setting of copying function in this equipment. The settings used when the options such as Fax or Scanner are installed are described in the manuals that come with the options.

Operating buttons for changing the settings

Use the following buttons when changing the settings.

[FUNCTION CLEAR] button

[CANCEL] button

◁ / ▷ buttons

▽/△ buttons

[ENTER] button

Digital keys

[CLEAR/STOP] button
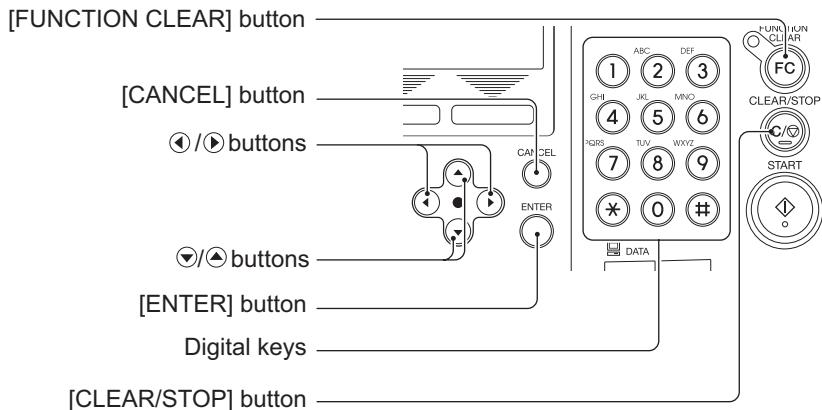
| **[FUNCTION CLEAR] button:**	Use this to return the display to the "user functions mode" main screen.
[CANCEL] button:	Use this to cancel the selected operation. The screen returns to the previous menu.
◁ / ▷ **button:**	Use this to move the cursor to the right and left.
△ / ▽ **button:**	Use this to move the cursor up and down to select the menu and item.
[**ENTER**] **button:**	Use this to perform the selection of the menu and item.
Digital keys:	Use this to enter the values.
[CLEAR/STOP] button:	Use this to clear the entered value in one go.

Examples of the menu operation are shown below.

```
INITIAL SETUP
01.DATE & TIME          ▲
02.LANGUAGE
03.TERMINAL ID          ▼
```

— When the △ button is pressed, the cursor moves up.
— When the ▽ button is pressed, the cursor moves down.

The [ENTER] button or digital key [0] [1] *1

The specified operation is performed and the next menu appears.

```
LANGUAGE
01.English          ▲
02.Français
03.Espanôl          ▼
```

The specified operation is performed and the screen returns to the previous menu.

The [ENTER] button or digital key [1] *1

The [CANCEL] button

The specified operation is canceled and the screen returns to the previous menu.

*1   At the head of items, 1 or 2-digit numbers are attached. Instead of pressing the △ , ▽ and [ENTER] button, keying in this number selects and performs the item directly.

Returning to the "copy mode" main screen

Press the ▭ (copy mode) button. The screen returns to the "copy mode" main screen.

Date and Time

This section describes how to set a clock and the time stamp display.

Clock setting

1 **Press the [USER FUNCTIONS] button.**
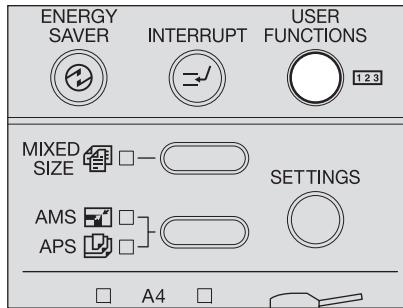

The "user functions mode" main screen is displayed.

2 **Select "INITIAL SETUP" with ⊛ and ⊛ buttons, and then press the [ENTER] button.**

```
USER FUNCTIONS  123     1216
------------------------------
01.DEFAULT SETTINGS        ▲
02.LISTS
03.INITIAL SETUP           ▼
```

3 **Select "DATE & TIME" with ⊛ and ⊛ buttons, and then press the [ENTER] button.**

```
INITIAL SETUP
------------------------------
01.DATE & TIME             ▲
02.LANGUAGE
03.TERMINAL ID             ▼
```
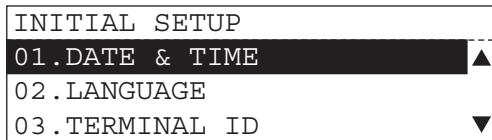
4 **Select "SETTING" with ⊛ and ⊛ buttons, and then press the [ENTER] button.**

```
DATE & TIME
------------------------------
01.SETTING                 ▲
02.TIME FORMAT
03.DATE FORMAT             ▼
```
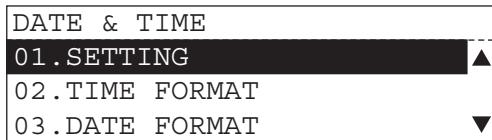
5   Key in the date.

e.g.) April 10, 2006: [2] [0] [0] [6] [0] [4] [1] [0]

```
SETTING
--------------------------------------------

YYYY-MM-DD DAY    HH:MM
2006-04-10 SUN    09:45 AM
```

6   Select the date of the week with the ⊙ and ⊙ buttons, and then press the ⊙ button.

```
SETTING
--------------------------------------------

YYYY-MM-DD DAY    HH:MM
2006-04-10 MON ⬍  09:45 AM
```

7   Key in the time.

e.g.) 10:30 am: [1] [0] [3] [0]

```
SETTING
--------------------------------------------

YYYY-MM-DD DAY    HH:MM
2006-04-10 MON    10:30 AM
```

Tip

If 12-hour display is set, press the ⊙ or ⊙ button to switch the a.m./p.m.

8   After all the items have finished being entered, press the [ENTER] button.

The time is set and the screen returns to the menu in step 4.

9   Press the [CANCEL] button several times or press the [FUNCTION CLEAR] button once.

The screen returns to the "user functions mode" main screen.

10   Press the ⬚ (copy mode) button.

The screen returns to the "copy mode" main screen.

Date and time display

You can set the display format of the date and time by selecting each item from the "DATE & TIME" menu.

```
DATE & TIME
01.SETTING                        ▲
02.TIME FORMAT
03.DATE FORMAT                    ▼
```

Time display format

Select the time display format.
24 HOUR: 24-hour display
12 HOUR: 12-hour display

```
TIME FORMAT
1.24 HOUR                         ▲
2.12 HOUR
                                  ▼
```

Date format

Select the date display format.
e.g.) April 10, 2006
YYYY-MM-DD   2006-04-10
MM-DD-YYYY   04-10-2006
DD-MM-YYYY   10-04-2006
YY-MM-DD   06-04-10
MM-DD-YY   04-10-06
DD-MM-YY   10-04-06

```
DATE FORMAT
1.YYYY-MM-DD                      ▲
2.MM-DD-YYYY
3.DD-MM-YYYY                      ▼
```

Month format

Select the month display.
NUMERIC: Display the month using the numbers.
NAME: Display the month using letters of alphabet. (E.g.: Jan, Feb, etc.)

```
MONTH MODE
1.NUMERIC                         ▲
2.NAME
                                  ▼
```

Display Language Setting

This section describes how to switch the display language on the screen.

1 **Press the [USER FUNCTIONS] button.**
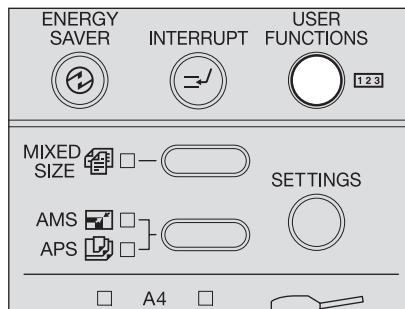
The "user functions mode" main screen is displayed.

2 **Select "INITIAL SETUP" with ⬆ and ⬇ buttons, and then press the [ENTER] button.**

```
USER FUNCTIONS  [123]    1216
------------------------------
01.DEFAULT SETTINGS        ▲
02.LISTS
03.INITIAL SETUP           ▼
```

3 **Select "LANGUAGE" with ⬆ and ⬇ buttons, and then press the [ENTER] button.**

```
INITIAL SETUP
------------------------------
01.DATE & TIME             ▲
02.LANGUAGE
03.TERMINAL ID             ▼
```
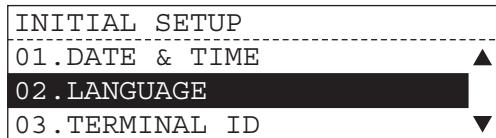
4 **Select the display language with the ⬆ and ⬇ buttons, and then press the [ENTER] button.**

```
LANGUAGE
------------------------------
01.English                 ▲
02.Français
03.Espanôl                 ▼
```

The display language is set and the screen returns to the menu in step 3.

**5** **Press the [CANCEL] button several times or press the [FUNCTION CLEAR] button once.**
The screen returns to the "user functions mode" main screen.

6 **Press the** $\boxed{\substack{\text{COPY}\\\square}}$ **(copy mode) button.**

The screen returns to the "copy mode" main screen.

Paper Size Setting

This section describes how to set the paper size placed in the drawer or on the bypass tray.

1 **Press the [USER FUNCTIONS] button.**
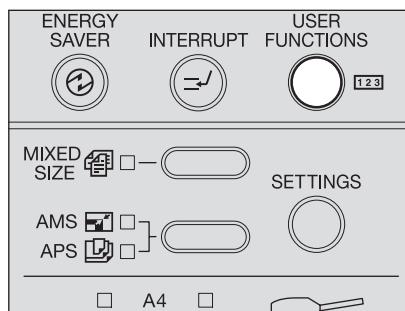
The "user functions mode" main screen is displayed.

**2** **Select "DEFAULT SETTINGS" with ⊙ and ⊙ buttons, and then press the [ENTER] button.**

```
USER FUNCTIONS  123    1216
01.DEFAULT SETTINGS      ▲
02.LISTS
03.INITIAL SETUP         ▼
```

**3** **Select "GENERAL SETTINGS" with ⊙ and ⊙ buttons, and then press the [ENTER] button.**

```
DEFAULT SETTINGS
01.GENERAL SETTINGS      ▲
02.COPY SETUP
03.FAX SETUP             ▼
```
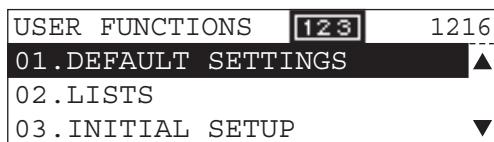
4 **Select "DRAWER SIZE" with ⊙ and ⊙ buttons, and then press the [ENTER] button.**

```
GENERAL SETTINGS
01.DRAWER SIZE           ▲
02.WALKUP SCREEN
03.TIMERS                ▼
```

5 **Select the desired drawer with ⊕ and ⊖ buttons, and then press the [ENTER] button.**
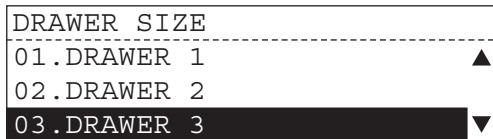
```
DRAWER SIZE
----------------------------------
01.DRAWER 1                      ▲
02.DRAWER 2
03.DRAWER 3                      ▼
```

6 **Select the desired paper size with ⊕ and ⊖ buttons, and then press the [ENTER] button.**

```
Select paper size
                               ---
01.A3          ⊿              ▲
02.A4          ⊿
03.A4-R        ⊿              ▼
```
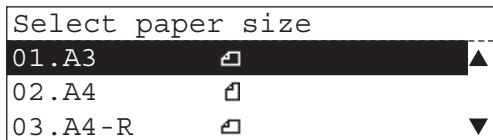
The paper size is set and the screen returns to the menu in step 5.

7 **Press the [CANCEL] button several times or press the [FUNCTION CLEAR] button once.**
The screen returns to the "user functions mode" main screen.

8 **Press the** ⌷ **(copy mode) button.**
The screen returns to the "copy mode" main screen.

Walkup Screen Setting

This section describes how to set the screen when the power of the equipment is turned ON. In the initial screen set at the time of shipping, the "copy mode" main screen is displayed.

1   Press the [USER FUNCTIONS] button.
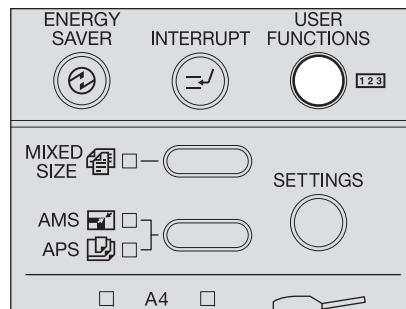
The "user functions mode" main screen is displayed.

2   Select "DEFAULT SETTINGS" with ⊙ and ⊙ buttons, and then press the [ENTER] button.

```
USER FUNCTIONS  [123]    1216
01.DEFAULT SETTINGS          ▲
02.LISTS
03.INITIAL SETUP             ▼
```

3   Select "GENERAL SETTINGS" with ⊙ and ⊙ buttons, and then press the [ENTER] button.

```
DEFAULT SETTINGS
01.GENERAL SETTINGS          ▲
02.COPY SETUP
03.FAX SETUP                 ▼
```

4   Select "WALKUP SCREEN" with ⊙ and ⊙ buttons, and then press the [ENTER] button.

```
GENERAL SETTINGS
01.DRAWER SIZE               ▲
02.WALKUP SCREEN
03.TIMERS                    ▼
```
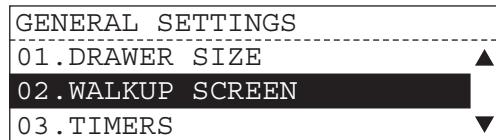
5 **Select the desired walkup screen with ⊕ and ⊖ buttons, and then press the [ENTER] button.**

Choose one among COPY, FAX or SCAN.

```
WALKUP SCREEN
1.COPY                          ▲
2.FAX
3.SCAN                          ▼
```

Notes

- "FAX" is displayed only when the Fax Kit (optional) is installed.
- "SCAN" is displayed only when the Scanner Upgrade Kit (optional) is installed.

The walkup screen is set and the screen returns to the menu in step 4.

**6** **Press the [CANCEL] button several times or press the [FUNCTION CLEAR] button once.**

The screen returns to the "user functions mode" main screen.

7 **Press the** COPY **☐ (copy mode) button.**

The screen returns to the "copy mode" main screen.

Tip

After the mode has been changed and the time of the automatic function clear has passed, the setting becomes enabled.

Timer Setting

This section describes how to set the following timers.

AUTO CLEAR: Time until the selected setting is cleared automatically
AUTO LOW POWER: Time until the low power mode is entered
AUTO SLEEP: Time until the sleep mode is entered after the low power mode has been entered

For the low power mode and sleep mode, see "EPA ENERGY STAR" on the first page of this manual.

Time of automatic function clear

1 Press the [USER FUNCTIONS] button.
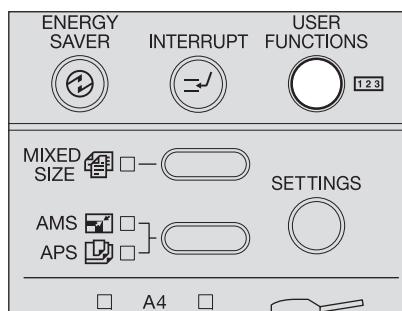
The "user functions mode" main screen is displayed.

**2 Select "DEFAULT SETTINGS" with ⊙ and ⊙ buttons, and then press the [ENTER] button.**

```
USER FUNCTIONS  [123]    1216
01.DEFAULT SETTINGS       ▲
02.LISTS
03.INITIAL SETUP          ▼
```

3 Select "GENERAL SETTINGS" with ⊙ and ⊙ buttons, and then press the [ENTER] button.

```
DEFAULT SETTINGS
01.GENERAL SETTINGS       ▲
02.COPY SETUP
03.FAX SETUP              ▼
```

4 **Select "TIMERS" with ⊙ and ⊙ buttons, and then press the [ENTER] button.**

```
GENERAL SETTINGS
----------------------------------------
01.DRAWER SIZE                        ▲
02.WALKUP SCREEN
03.TIMERS                             ▼
```
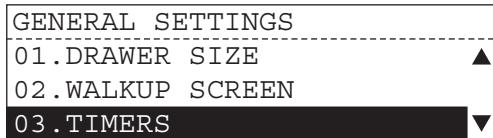
5 **Select "AUTO CLEAR" with ⊙ and ⊙ buttons, and then press the [ENTER] button.**

```
TIMERS
----------------------------------------
1.AUTO CLEAR                          ▲
2.AUTO POWER SAVE
3.AUTO SLEEP                          ▼
```
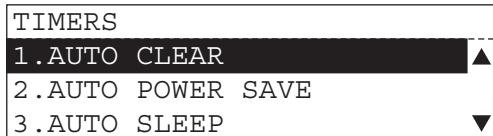
6 **Select the time of "AUTO CLEAR" with ⊙ and ⊙ buttons, and then press the [ENTER] button.**
Selectable times are as follows. (Unit: second)
15, 30, 45, 60, 75, 90, 105, 120, 135, 150, 180, 210, 240, 270, 300

```
TIMERS
----------------------------------------
AUTO                     300SEC
  CLEAR:      45          ▲
                          ▼
                         15SEC
```

The time of the automatic function clear is set and the screen returns to the menu in step 5.

7 **Press the [CANCEL] button several times or press the [FUNCTION CLEAR] button once.**
The screen returns to the "user functions mode" main screen.

8 **Press the ⎡COPY⎤ (copy mode) button.**
The screen returns to the "copy mode" main screen.

Time of automatic low power mode

1 **Press the [USER FUNCTIONS] button.**
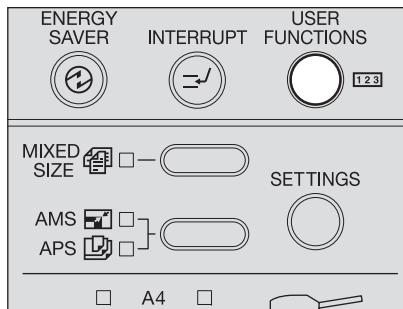
The "user functions mode" main screen is displayed.

**2** **Select "DEFAULT SETTINGS" with ⓐ and ⓥ buttons, and then press the [ENTER] button.**

```
USER FUNCTIONS  123    1216
------------------------------
01.DEFAULT SETTINGS      ▲
02.LISTS
03.INITIAL SETUP         ▼
```

3 **Select "GENERAL SETTINGS" with ⓐ and ⓥ buttons, and then press the [ENTER] button.**

```
DEFAULT SETTINGS
------------------------------
01.GENERAL SETTINGS      ▲
02.COPY SETUP
03.FAX SETUP             ▼
```

4 **Select "TIMERS" with ⓐ and ⓥ buttons, and then press the [ENTER] button.**

```
GENERAL SETTINGS
------------------------------
01.DRAWER SIZE           ▲
02.WALKUP SCREEN
03.TIMERS                ▼
```
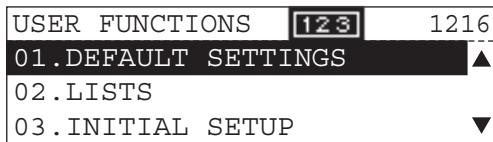
5 Select "AUTO LOW POWER" with ⊙ and ⊙ buttons, and then press the [ENTER] button.

```
TIMERS
----------------------------------------
1.AUTO CLEAR                          ▲
2.AUTO POWER SAVE
3.AUTO SLEEP                          ▼
```
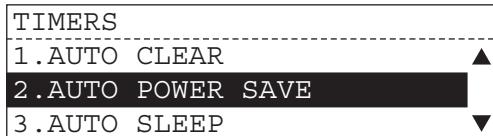
6 Select the time of "AUTO LOW POWER" with ⊙ and ⊙ buttons, and then press the [ENTER] button.

Selectable times are as follows. (Unit: minute)
1, 2, 3, 4, 5, 10, 15, 20, 25, 30, 35, 40, 45, 50, 55, 60, 70, 80, 90, 100, 110, 120, 150, 180, 210, 240

```
TIMERS
----------------------------------------
AUTO POWER          240MIN
  SAVE:      15       ▲
                      ▼
                         1MIN
```

The time of the automatic low power mode is set and the screen returns to the menu in step 5.

7 Press the [CANCEL] button several times or press the [FUNCTION CLEAR] button once.

The screen returns to the "user functions mode" main screen.

8 Press the ⌷ (copy mode) button.

The screen returns to the "copy mode" main screen.

Time of automatic sleep mode

1 **Press the [USER FUNCTIONS] button.**
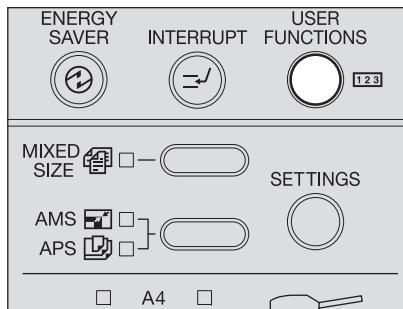
The "user functions mode" main screen is displayed.

2 **Select "DEFAULT SETTINGS" with ⓐ and ⓥ buttons, and then press the [ENTER] button.**

```
USER FUNCTIONS  123    1216
01.DEFAULT SETTINGS       ▲
02.LISTS
03.INITIAL SETUP          ▼
```

3 **Select "GENERAL SETTINGS" with ⓐ and ⓥ buttons, and then press the [ENTER] button.**

```
DEFAULT SETTINGS
01.GENERAL SETTINGS       ▲
02.COPY SETUP
03.FAX SETUP              ▼
```

4 **Select "TIMERS" with ⓐ and ⓥ buttons, and then press the [ENTER] button.**

```
GENERAL SETTINGS
01.DRAWER SIZE            ▲
02.WALKUP SCREEN
03.TIMERS                 ▼
```
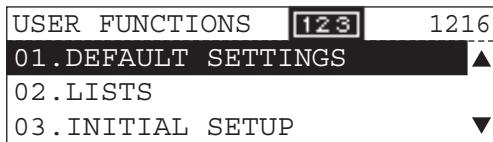
5 Select "AUTO SLEEP" with ⒶⒸ and Ⓥ buttons, and then press the [ENTER] button.

```
TIMERS
----------------------------------------
1.AUTO CLEAR                          ▲
2.AUTO POWER SAVE
3.AUTO SLEEP                          ▼
```
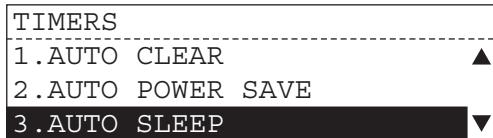
6 Select the time of "AUTO SLEEP" with ⒶⒸ and Ⓥ buttons, and then press the [ENTER] button.

Selectable times are as follows. (Unit: minute)
3, 5, 10, 15, 20, 25, 30, 35, 40, 45, 50, 55, 60, 70, 80, 90, 100, 110, 120, 150, 180, 210, 240

```
TIMERS
----------------------------------------
AUTO                         240MIN
 SLEEP:      15                 ▲
                                ▼
                             3MIN
```

The time of the automatic sleep mode is set and the screen returns to the menu in step 5.

7 Press the [CANCEL] button several times or press the [FUNCTION CLEAR] button once.

The screen returns to the "user functions mode" main screen.

8 Press the 🖸 (copy mode) button.

The screen returns to the "copy mode" main screen.

Weekly Timer Setting

This section describes how to set the weekly timer. Use the weekly timer to set the equipment to enter the sleep mode automatically at the specified time. You can set the equipment to enter the stand-by status when the office hour starts, and to enter the sleep mode when the office hour ends. The time can be set for each day of the week.

Notes

- If the equipment is in the energy saving mode at the time when the weekly timer is set to turn the power OFF, it does not become ready status at the time when the weekly timer is set to turn the power ON. In this case, make the equipment in the ready status by following the procedure below.
  - Press the [ENERGY SAVER] button.
  - Open the Platen Cover (optional) or Reversing Automatic Document Feeder (optional) / Automatic Document Feeder (optional).
  - Connect the equipment to a PC with a USB cable.
- If the power of the equipment is turned OFF, the weekly timer function does not work.

Tip

When the Fax Kit (optional) is used, it is recommended to use this function for the energy saving.

1 Press the [USER FUNCTIONS] button.
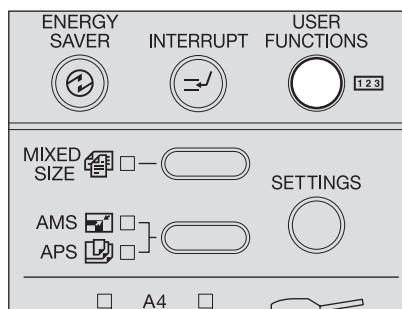
The "user functions mode" main screen is displayed.

2 Select "DEFAULT SETTINGS" with ⊙ and ⊙ buttons, and then press the [ENTER] button.

```
USER FUNCTIONS  123     1216
01.DEFAULT SETTINGS       ▲
02.LISTS
03.INITIAL SETUP          ▼
```

3 Select "GENERAL SETTINGS" with ⊙ and ⊙ buttons, and then press the [ENTER] button.

```
DEFAULT SETTINGS
01.GENERAL SETTINGS      ▲
02.COPY SETUP
03.FAX SETUP             ▼
```

4 Select "WEEKLY TIMER" with ⊙ and ⊙ buttons, and then press the [ENTER] button.

```
GENERAL SETTINGS
02.WALKUP SCREEN         ▲
03.TIMERS
04.WEEKLY TIMER          ▼
```

5 Select "ON" with ⊙ and ⊙ buttons, and then press the [ENTER] button.

```
WEEKLY TIMER
1.OFF                    ▲
2.ON
                        ▼
```

6 Select the desired day of the week with the ⊙ and ⊙ buttons, and then press the [ENTER] button.

```
WEEKLY TIMER
1.SUNDAY                 ▲
2.MONDAY
3.TUESDAY               ▼
```

7 Key in the time to turn the power ON, and then press the [ENTER] button.

e.g.) 10:30: [1] [0] [3] [0]

```
SUNDAY
ON TIME:     HH:MM
             10:30 AM
```

Tip

If 12-hour display is set, press the ⊙ or ⊙ button to switch the a.m./p.m.

8 **Key in the time to turn the power OFF, and then press the [ENTER] button.**

```
SUNDAY
---------------------------------------
OFF TIME:    HH:MM
             07:30 PM

```

The time to turn the power ON/OFF is set and the screen returns to the menu in step 6.

9 **Set the time to turn the power ON/OFF for each day of the week by following steps 6 to 8.**

10 **When all the setting is completed, select "COMPLETE", and then press the [ENTER] button.**

```
WEEKLY TIMER
---------------------------------------
6.FRIDAY                          ▲
7.SATURDAY
8.COMPLETE                        ▼
```

The weekly timer is set and the screen returns to the menu in step 4.

11 **Press the [CANCEL] button several times or press the [FUNCTION CLEAR] button once.**
The screen returns to the "user functions mode" main screen.

12 **Press the** $\boxed{\substack{\text{COPY}\\ \square}}$ **(copy mode) button.**
The screen returns to the "copy mode" main screen.

Clearing the weekly timer
Select "OFF" in step 5.

Tip

The time settings remain even if the weekly timer is cleared. They become valid when the weekly timer is set to ON again.

Volume Adjustment

This section describes how to set the alarm volume, key touch volume, ringer volume and monitor volume.

Note

The menu of this setting is displayed only when the Fax Kit (optional) is installed. When it is not installed, the touch key tone can be switched ON/OFF.
📖 P.139 "Touch Key Tone Setting"

1 Press the [USER FUNCTIONS] button.
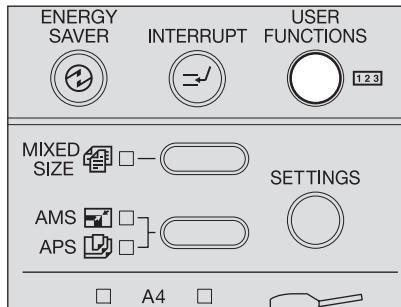
The "user functions mode" main screen is displayed.

2 Select "DEFAULT SETTINGS" with ⊙ and ⊙ buttons, and then press the [ENTER] button.

```
USER FUNCTIONS  123    1216
01.DEFAULT SETTINGS        ▲
02.LISTS
03.INITIAL SETUP           ▼
```

3 Select "GENERAL SETTINGS" with ⊙ and ⊙ buttons, and then press the [ENTER] button.

```
DEFAULT SETTINGS
01.GENERAL SETTINGS        ▲
02.COPY SETUP
03.FAX SETUP               ▼
```
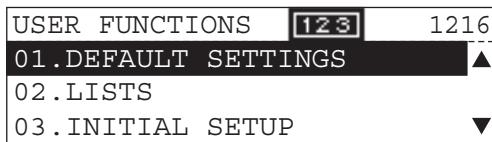
4 Select "SPEAKER VOLUME" with ⊙ and ⊙ buttons, and then press the [ENTER] button.

```
GENERAL SETTINGS
03.TIMERS                  ▲
04.WEEKLY TIMER
05.SPEAKER VOLUME          ▼
```
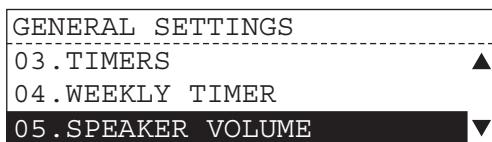
5 **Select the desired volume with the ⊙ and ⊙ buttons, and then press the [ENTER] button.**
The volume of the following items can be set:
Alarm volume, Key touch volume, Ringer volume and Monitor volume
e.g.) When "ALARM VOLUME" is selected

```
SPEAKER VOLUME
1.ALARM VOLUME              ▲
2.KEY TOUCH VOLUME
3.RINGER VOLUME             ▼
```
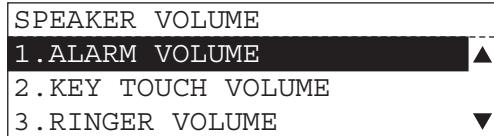
6 **Adjust the volume with the ⊙ and ⊙ buttons, and then press the [ENTER] button.**
The volume can be adjusted in eight levels from 0 (no sound) to 7(max.).

```
ALARM VOLUME
VOLUME:          7      ◀◀
            3          ▲
                       ▼
                 0      ◀◀
```
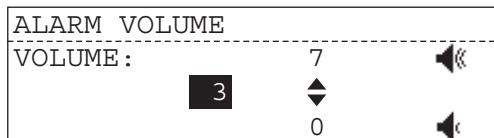
The volume is set and the screen returns to the menu in step 5.

7 **Adjust the other volumes as required by following steps 5 and 6.**

8 **Press the [CANCEL] button several times or press the [FUNCTION CLEAR] button once.**
The screen returns to the "user functions mode" main screen.

9 **Press the** COPY **⬚ (copy mode) button.**
The screen returns to the "copy mode" main screen.

Touch Key Tone Setting

This section describes how to switch ON/OFF the touch tone when the buttons on the control panel are pressed.

Note

The menu of this setting is displayed only when the Fax Kit (optional) is not installed. When it is installed, all of the volume can be adjusted.
📖 P.137 "Volume Adjustment"

1 Press the [USER FUNCTIONS] button.
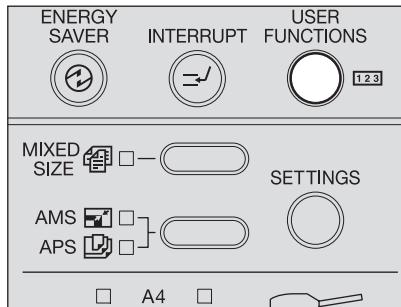
The "user functions mode" main screen is displayed.

2 Select "DEFAULT SETTINGS" with ⒶandⓋ buttons, and then press the [ENTER] button.

```
USER FUNCTIONS  123     1216
01.DEFAULT SETTINGS        ▲
02.LISTS
03.INITIAL SETUP           ▼
```

3 Select "GENERAL SETTINGS" with ⒶandⓋ buttons, and then press the [ENTER] button.

```
DEFAULT SETTINGS
01.GENERAL SETTINGS        ▲
02.COPY SETUP
03.FAX SETUP               ▼
```

4 Select "TOUCH KEY TONE" with ⒶandⓋ buttons, and then press the [ENTER] button.

```
GENERAL SETTINGS
03.TIMERS                  ▲
04.WEEKLY TIMER
05.TOUCH KEY TONE          ▼
```

5 **Select "ON" or "OFF" with ⊙ and ⊙ buttons, and then press the [ENTER] button.**
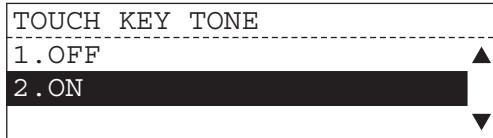
```
TOUCH KEY TONE
--------------------------------------
1.OFF                                 ▲
2.ON
                                      ▼
```

The screen returns to the menu in step 4.

6 **Press the [CANCEL] button several times or press the [FUNCTION CLEAR] button once.**
The screen returns to the "user functions mode" main screen.

7 **Press the ⌷ (copy mode) button.**
The screen returns to the "copy mode" main screen.

Department Code

This section describes how to manage and understand the records of copying, Fax transmission/reception and printing of each group (department) in your office with the department code management.

When the department code management is enabled, a screen prompting you to enter your department code is displayed before you use this equipment. Thus the unauthorized use of this equipment is prevented.

📖 P.33 "Turning power ON"

Setting department codes

1 Press the [USER FUNCTIONS] button.
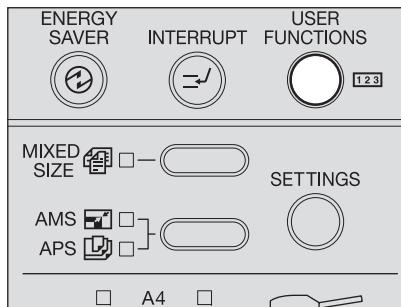
The "user functions mode" main screen is displayed.

2 Select "DEFAULT SETTINGS" with ⊙ and ⊙ buttons, and then press the [ENTER] button.

```
USER FUNCTIONS  123    1216
01.DEFAULT SETTINGS      ▲
02.LISTS
03.INITIAL SETUP         ▼
```

3 Select "GENERAL SETTINGS" with ⊙ and ⊙ buttons, and then press the [ENTER] button.

```
DEFAULT SETTINGS
01.GENERAL SETTINGS      ▲
02.COPY SETUP
03.FAX SETUP             ▼
```

4 Select "DEPARTMENT CODE" with ⊘ and ⊙ buttons, and then press the [ENTER] button.

```
GENERAL SETTINGS
----------------------------------------
04.WEEKLY TIMER                      ▲
05.SPEAKER VOLUME
06.DEPARTMENT CODE                   ▼
```

5 Select "YES" with ⊘ and ⊙ buttons, and then press the [ENTER] button.

```
DEPARTMENT CODE
                                     ---
1.YES                                 ▲
2.NO
                                      ▼
```
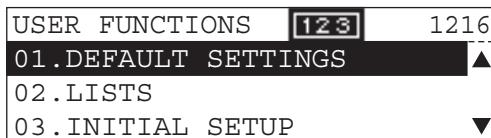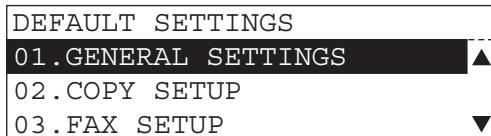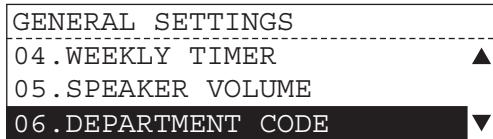
6 Select "NEW" with ⊘ and ⊙ buttons, and then press the [ENTER] button.

```
DEPARTMENT CODE
----------------------------------------
1.RECOVER OLD DATA                   ▲
2.NEW
                                     ▼
```

Notes

- This screen is not displayed when you set the department management of this equipment for the first time or when the department management is already enabled ("YES" in step 5 is already selected).
- If "NEW" is selected, the master code and department code which have been set by that time will be deleted. (If you use the master code and department code already registered, select "RECOVER OLD DATA".)

Then, set a master code (administrator's code). If the External Keyboard (optional) is installed, proceed to step 7. If not, proceed to step 8.

7 **Enter the master code name, and then press the [ENTER] button.**

```
MASTER CODE
---------------------------------------
MASTER CODE NUMBER:      01
ENTER MASTER CODE NAME(MAX20):
█
```

- Enter the master code name only when the External Keyboard (optional) is installed.
- A maximum of 20 desired letters can be set for the master code name.
- The master code name entry can be omitted. In this case, do not enter the master code name and just press the [ENTER] button.

Tip

For how to enter letters, see the manual which comes with the Fax Kit or Scanner Upgrade Kit (both optional).

8 **Key in the master code, and then press the [ENTER] button.**

```
MASTER CODE
---------------------------------------
MASTER CODE NUMBER:      01
ENTER MASTER CODE:
                    1234█
```

Notes

- Enter 5 digits for the master code.
- Do not forget this master code because it is required for setting or deleting each department code.

The master code is now registered on the department number "01". Then, set a department code.

9 **Register a department code. Key in the desired department number, and then press the [ENTER] button.**

```
DEPARTMENT CODE
---------------------------------------
ENTER DEPARTMENT NUMBER(1-99):

                    2█
```

Note

Select the desired department number from "02" to "99". (The master code is already registered on "01".)

If the External Keyboard (optional) is installed, proceed to step 10. If not, proceed to step 11.

10 Enter the department name, and then press the [ENTER] button.

```
DEPARTMENT CODE
------------------------------------------
DEPARTMENT NUMBER:        02
ENTER DEPARTMENT NAME(MAX20):
█
```

Notes

- Enter the department name only when the External Keyboard (optional) is installed.
- A maximum of 20 desired letters can be set for the department name.
- The department name entry can be omitted. In this case, do not enter the department name and just press the [ENTER] button.

Tip

For how to enter letters, see the manual which comes with the Fax Kit or Scanner Upgrade Kit (both optional).

11 Key in the department code, and then press the [ENTER] button.

```
DEPARTMENT CODE
------------------------------------------
DEPARTMENT NUMBER:        02
ENTER DEPARTMENT CODE:
                    55310
```

Notes

- Enter 5 digits for the department code.
- Department codes already registered cannot be keyed in.

The screen returns to the one in step 9.

12 Register the other department codes as required, following steps from 9 to 11.

**13 Press the [CANCEL] button several times or press the [FUNCTION CLEAR] button once.**
The screen returns to the "user functions mode" main screen.

14 Press the ⌨ (copy mode) button.
The screen returns to the "copy mode" main screen.

Changing department names or codes

This section describes how to change the department names or codes already registered. Key in the master code in the department code entry screen, and then proceed to the following steps:

1 Press the [USER FUNCTIONS] button.

The "user functions mode" main screen is displayed.

**2 Select "DEFAULT SETTINGS" with ⊛ and ⊛ buttons, and then press the [ENTER] button.**

```
USER FUNCTIONS  123      1216
01.DEFAULT SETTINGS        ▲
02.LISTS
03.INITIAL SETUP           ▼
```

3 Select "GENERAL SETTINGS" with ⊛ and ⊛ buttons, and then press the [ENTER] button.

```
DEFAULT SETTINGS
01.GENERAL SETTINGS        ▲
02.COPY SETUP
03.FAX SETUP               ▼
```

4 Select "DEPARTMENT CODE" with ⊛ and ⊛ buttons, and then press the [ENTER] button.

```
GENERAL SETTINGS
04.WEEKLY TIMER            ▲
05.SPEAKER VOLUME
06.DEPARTMENT CODE         ▼
```

5 Select "YES" with ⊕ and ⊖ buttons, and then press the [ENTER] button.

```
DEPARTMENT CODE
1.YES                       ▲
2.NO
                            ▼
```
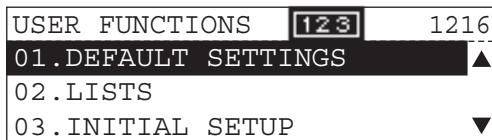
6 Key in the department number you want to change its setting, and then press the [ENTER] button.

```
DEPARTMENT CODE
ENTER DEPARTMENT NUMBER(1-99):

                           2█
```

The screen below is displayed for approx. 2 seconds.

```
DEPARTMENT CODE
DEPARTMENT NUMBER:      02

Already assigned
```

7 Select "MODIFY" with ⊕ and ⊖ buttons, and then press the [ENTER] button.

```
DEPARTMENT CODE
1.DELETE                    ▲
2.MODIFY
3.RETAIN                    ▼
```

If the External Keyboard (optional) is installed, proceed to step 8. If not, proceed to step 9.

8 **Enter a new department name, and then press the [ENTER] button.**

```
DEPARTMENT CODE
-------------------------------------------
DEPARTMENT NUMBER:        02
ENTER DEPARTMENT NAME(MAX20):
█
```

Notes

- Enter the department name only when the External Keyboard (optional) is installed.
- A maximum of 20 desired letters can be set for the department name.
- The department name entry can be omitted. In this case, do not enter the department name and just press the [ENTER] button.

Tip

For how to enter letters, see the manual which comes with the Fax Kit or Scanner Upgrade Kit (both optional).

9 **Key in a new department code, and then press the [ENTER] button.**

```
DEPARTMENT CODE
-------------------------------------------
DEPARTMENT NUMBER:        02
ENTER DEPARTMENT CODE:
                       3780█
```

Notes

- Enter 5 digits for the department code.
- Department codes already registered cannot be entered.

The setting has been changed and the screen returns to the one in step 6.

10 **Change the other department codes as required, following steps from 6 to 9.**

11 **Press the [CANCEL] button several times or press the [FUNCTION CLEAR] button once.**
The screen returns to the "user functions mode" main screen.

12 **Press the [COPY] (copy mode) button.**
The screen returns to the "copy mode" main screen.

Deleting department codes

This section describes how to delete the department codes already registered. Key in the master code in the department code entry screen, and then proceed to the following steps:

1 Press the [USER FUNCTIONS] button.

The "user functions mode" main screen is displayed.

2 Select "DEFAULT SETTINGS" with ⊙ and ⊙ buttons, and then press the [ENTER] button.

```
USER FUNCTIONS  123    1216
01.DEFAULT SETTINGS        ▲
02.LISTS
03.INITIAL SETUP           ▼
```

3 Select "GENERAL SETTINGS" with ⊙ and ⊙ buttons, and then press the [ENTER] button.

```
DEFAULT SETTINGS
01.GENERAL SETTINGS        ▲
02.COPY SETUP
03.FAX SETUP               ▼
```

4 Select "DEPARTMENT CODE" with ⊙ and ⊙ buttons, and then press the [ENTER] button.

```
GENERAL SETTINGS
04.WEEKLY TIMER            ▲
05.SPEAKER VOLUME
06.DEPARTMENT CODE         ▼
```

5 Select "YES" with ⊘ and ⊘ buttons, and then press the [ENTER] button.

```
DEPARTMENT CODE
1.YES                            ▲
2.NO
                                 ▼
```
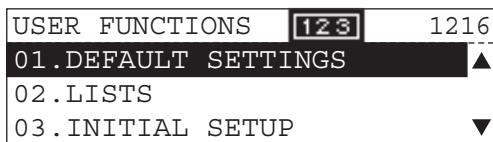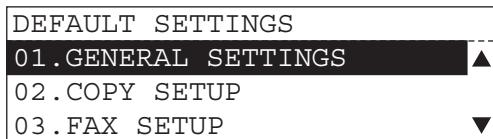
6 Key in the department number you want to delete, and then press the [ENTER] button.

```
DEPARTMENT CODE
ENTER DEPARTMENT NUMBER(1-99):

                            2
```

The screen below is displayed for approx. 2 seconds.

```
DEPARTMENT CODE
DEPARTMENT NUMBER:        02

Already assigned
```

7 Select "DELETE" with ⊘ and ⊘ buttons, and then press the [ENTER] button.

```
DEPARTMENT CODE
1.DELETE                         ▲
2.MODIFY
3.RETAIN                         ▼
```

Note

Master codes cannot be deleted but only department codes can be deleted.

The department code is now deleted and the screen returns to the one in step 6.

8 Delete the other department codes as required, following steps 6 and 7.

9 Press the [CANCEL] button several times or press the [FUNCTION CLEAR] button once.

The screen returns to the "user functions mode" main screen.

10 Press the □ (copy mode) button.

The screen returns to the "copy mode" main screen.

Clearing counter values

This section describes how to clear counter values indicating the total number of pages copied in each department. Key in the master code in the department code entry screen, and then proceed to the following steps:

1 Press the [USER FUNCTIONS] button.


The "user functions mode" main screen is displayed.

2 Select "DEFAULT SETTINGS" with ⊙ and ⊙ buttons, and then press the [ENTER] button.

```
USER FUNCTIONS  123     1216
01.DEFAULT SETTINGS      ▲
02.LISTS
03.INITIAL SETUP         ▼
```

3 Select "GENERAL SETTINGS" with ⊙ and ⊙ buttons, and then press the [ENTER] button.

```
DEFAULT SETTINGS
01.GENERAL SETTINGS      ▲
02.COPY SETUP
03.FAX SETUP             ▼
```

4 Select "DEPARTMENT CODE" with ⊙ and ⊙ buttons, and then press the [ENTER] button.

```
GENERAL SETTINGS
04.WEEKLY TIMER          ▲
05.SPEAKER VOLUME
06.DEPARTMENT CODE       ▼
```

5 Select "YES" with ⊕ and ⊖ buttons, and then press the [ENTER] button.

```
DEPARTMENT CODE
1.YES                          ▲
2.NO
                               ▼
```
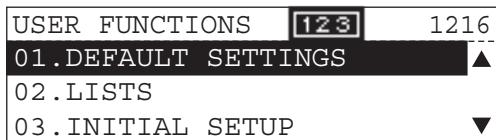
6 Key in the department number you want to clear its counter, and then press the [ENTER] button.

Note

Keying in the department number of the master code ("01") will clear all the department number counter values.

```
DEPARTMENT CODE
ENTER DEPARTMENT NUMBER(1-99):

                             2▮
```

The screen below is displayed for approx. 2 seconds.

```
DEPARTMENT CODE
DEPARTMENT NUMBER:        02

Already assigned
```

7 Select "COUNT CLEAR" with ⊕ and ⊖ buttons, and then press the [ENTER] button.

```
DEPARTMENT CODE
2.MODIFY                       ▲
3.RETAIN
4.COUNT CLEAR                  ▼
```

The screen below is displayed for approx. 2 seconds.

```
DEPARTMENT CODE
DEPARTMENT NUMBER:        02

Cleared
```

The counter value is now cleared and the screen returns to the one in step 6.

8 Clear the other counter values as required, following steps 6 and 7.

9 Press the [CANCEL] button several times or press the [FUNCTION CLEAR] button once.

The screen returns to the "user functions mode" main screen.

10 Press the $\boxed{\overset{\text{COPY}}{\square}}$ (copy mode) button.

The screen returns to the "copy mode" main screen.

Printing out counter values

This section describes how to print out the value of the total number of pages copied in each department.

Notes

• Counter values to be printed belong to the department which you entered on the department code entry screen.
• If you want to print the counter values of all the departments registered, key in the master code in the department code entry screen, and then proceed to the following steps:

1 Press the [USER FUNCTIONS] button.

The "user functions mode" main screen is displayed.

2 Select "LISTS" with ⊙ and ⊙ buttons, and then press the [ENTER] button.

```
USER FUNCTIONS 123    1216
01.DEFAULT SETTINGS     ▲
02.LISTS
03.INITIAL SETUP        ▼
```

3 **Select "DEPARTMENT CODE" with ⊛ and ⊛ buttons, and then press the [ENTER] button.**

```
LISTS
1.DEPARTMENT CODE          ▲
2.FUNCTION
3.SUPPLY NOTICE            ▼
```
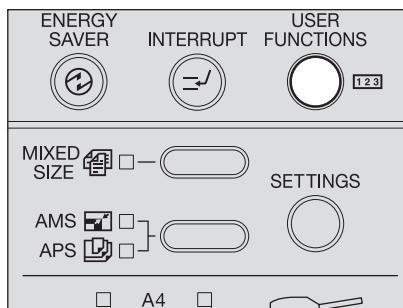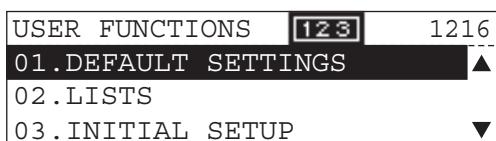
The department code list is printed out.
See the list example in the following page:
📖 P.211 "Department code list"

4 **Press the [CANCEL] button several times or press the [FUNCTION CLEAR] button once.**

The screen returns to the "user functions mode" main screen.

5 **Press the ⎡COPY⎤⎣▱⎦ (copy mode) button.**

The screen returns to the "copy mode" main screen.

Cancelling department management

1 **Press the [USER FUNCTIONS] button.**
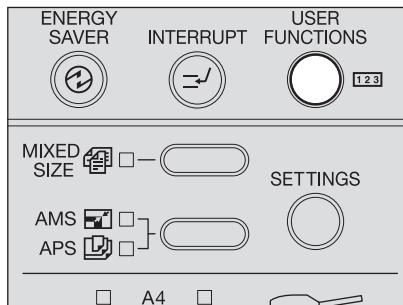
The "user functions mode" main screen is displayed.

2 **Select "DEFAULT SETTINGS" with ⊛ and ⊛ buttons, and then press the [ENTER] button.**

```
USER FUNCTIONS  123    1216
01.DEFAULT SETTINGS        ▲
02.LISTS
03.INITIAL SETUP           ▼
```

3 Select "GENERAL SETTINGS" with ⍓ and ⍌ buttons, and then press the [ENTER] button.

```
DEFAULT SETTINGS
01.GENERAL SETTINGS      ▲
02.COPY SETUP
03.FAX SETUP             ▼
```

4 Select "DEPARTMENT CODE" with ⍓ and ⍌ buttons, and then press the [ENTER] button.

```
GENERAL SETTINGS
04.WEEKLY TIMER          ▲
05.SPEAKER VOLUME
06.DEPARTMENT CODE       ▼
```
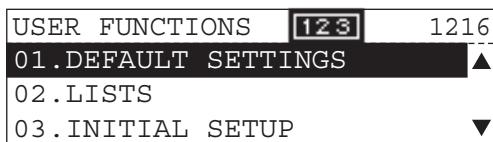
5 Select "NO" with ⍓ and ⍌ buttons, and then press the [ENTER] button.

```
DEPARTMENT CODE
1.YES                    ▲
2.NO
                         ▼
```

6 Press the [CANCEL] button several times or press the [FUNCTION CLEAR] button once.

The screen returns to the "user functions mode" main screen.

7 Press the COPY 🖵 (copy mode) button.

The screen returns to the "copy mode" main screen.

Menu Customize

This section describes how to change the setting of the custom function. The copy function which has been registered as custom function can be quickly recalled.

1 Press the [USER FUNCTIONS] button.
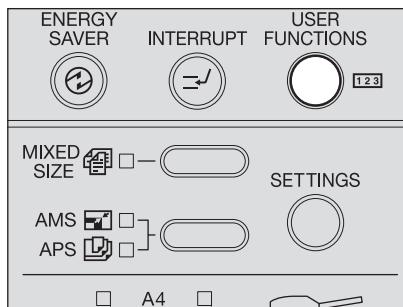
The "user functions mode" main screen is displayed.

2 Select "DEFAULT SETTINGS" with ⓐ and ⓥ buttons, and then press the [ENTER] button.

```
USER FUNCTIONS  123    1216
------------------------------
01.DEFAULT SETTINGS      ▲
02.LISTS
03.INITIAL SETUP         ▼
```

3 Select "COPY SETUP" with ⓐ and ⓥ buttons, and then press the [ENTER] button.

```
DEFAULT SETTINGS
------------------------------
01.GENERAL SETTINGS      ▲
02.COPY SETUP
03.FAX SETUP             ▼
```
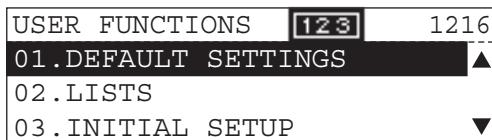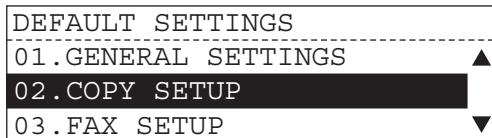
4 Select "MENU CUSTOMIZE" with ⓐ and ⓥ buttons, and then press the [ENTER] button.

```
COPY SETUP
------------------------------
01.MENU CUSTOMIZE        ▲
02.APS/AMS
03.IMAGE MODE            ▼
```
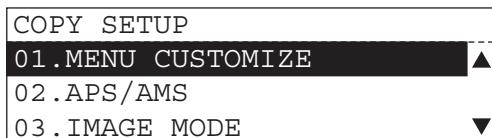
5 Select the setting you want to register to the menu customize with the ⒜ and ⒟ buttons, and then press the [ENTER] button.

The following copy functions can be registered:
Finishing modes, Duplex, 2IN1/4IN1, Image shift, Dual-page and ID card

```
MENU CUSTOMIZE
-------------------------------------
4.IMAGE SHIFT                    ▲
5.DUAL PAGE
6.ID CARD                        ▼
```
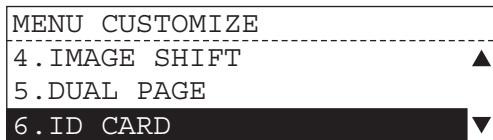
The item of the menu customize is set and the screen returns to the menu in step 4.

**6 Press the [CANCEL] button several times or press the [FUNCTION CLEAR] button once.**

The screen returns to the "user functions mode" main screen.

7 Press the ⌷ (copy mode) button.

The screen returns to the "copy mode" main screen.

APS / AMS

This section describes how to set the initial selection between "Automatic Paper Selection" and "Automatic Magnification Selection".

1 **Press the [USER FUNCTIONS] button.**
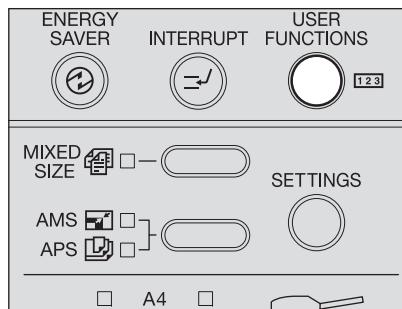
The "user functions mode" main screen is displayed.

2 **Select "DEFAULT SETTINGS" with ⊕ and ⊖ buttons, and then press the [ENTER] button.**

```
USER FUNCTIONS  123    1216
01.DEFAULT SETTINGS       ▲
02.LISTS
03.INITIAL SETUP          ▼
```

3 **Select "COPY SETUP" with ⊕ and ⊖ buttons, and then press the [ENTER] button.**

```
DEFAULT SETTINGS
01.GENERAL SETTINGS       ▲
02.COPY SETUP
03.FAX SETUP              ▼
```

4 **Select "APS/AMS" with ⊕ and ⊖ buttons, and then press the [ENTER] button.**

```
COPY SETUP
01.MENU CUSTOMIZE         ▲
02.APS/AMS
03.IMAGE MODE             ▼
```
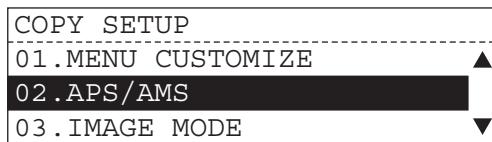
5 **Select the initial selection with the ⬆ and ⬇ buttons, and then press the [ENTER] button.**

APS: Automatic Paper Selection is initially selected.
AMS: Automatic Magnification Selection is initially selected.
NO: No initial selection

```
APS/AMS
1.APS                          ▲
2.AMS
3.NO                           ▼
```

The initial selection is set and the screen returns to the menu in step 4.

6 **Press the [CANCEL] button several times or press the [FUNCTION CLEAR] button once.**

The screen returns to the "user functions mode" main screen.

7 **Press the ⬚ (copy mode) button.**

The screen returns to the "copy mode" main screen.

Image Mode

This section describes how to change the image mode.

1 Press the [USER FUNCTIONS] button.
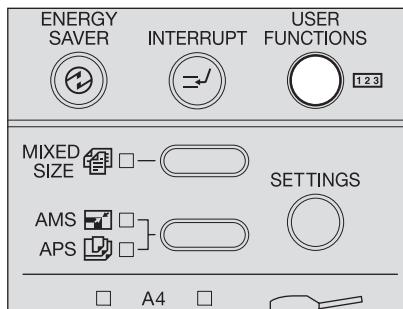
The "user functions mode" main screen is displayed.

2 Select "DEFAULT SETTINGS" with ⊙ and ⊙ buttons, and then press the [ENTER] button.

```
USER FUNCTIONS  123    1216
01.DEFAULT SETTINGS       ▲
02.LISTS
03.INITIAL SETUP          ▼
```

3 Select "COPY SETUP" with ⊙ and ⊙ buttons, and then press the [ENTER] button.

```
DEFAULT SETTINGS
01.GENERAL SETTINGS       ▲
02.COPY SETUP
03.FAX SETUP              ▼
```
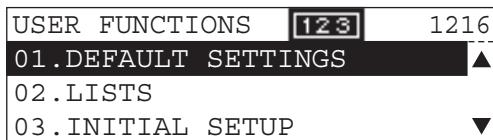
4 Select "IMAGE MODE" with ⊙ and ⊙ buttons, and then press the [ENTER] button.

```
COPY SETUP
01.MENU CUSTOMIZE         ▲
02.APS/AMS
03.IMAGE MODE             ▼
```
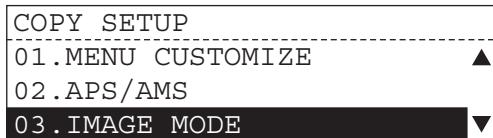
5 **Select the image mode with the ⏶ and ⏷ buttons, and then press the [ENTER] button.**

TEXT/PHOTO: Originals with text and photographs mixed
PHOTO: Originals with photogravure
TEXT: Originals with text (or text and line art) only

```
IMAGE MODE
----------------------------------------
1.TEXT/PHOTO                          ▲
2.PHOTO
3.TEXT                                ▼
```

The image mode is set and the screen returns to the menu in step 4.

6 **Press the [CANCEL] button several times or press the [FUNCTION CLEAR] button once.**

The screen returns to the "user functions mode" main screen.

7 **Press the ▢ (copy mode) button.**

The screen returns to the "copy mode" main screen.

Density Adjustment

This section describes how to switch the mode of the density adjustment.

1 Press the [USER FUNCTIONS] button.
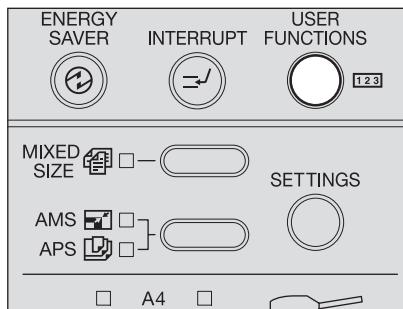
The "user functions mode" main screen is displayed.

2 Select "DEFAULT SETTINGS" with (▲) and (▼) buttons, and then press the [ENTER] button.

```
USER FUNCTIONS  123    1216
01.DEFAULT SETTINGS      ▲
02.LISTS
03.INITIAL SETUP         ▼
```

3 Select "COPY SETUP" with (▲) and (▼) buttons, and then press the [ENTER] button.

```
DEFAULT SETTINGS
01.GENERAL SETTINGS      ▲
02.COPY SETUP
03.FAX SETUP             ▼
```
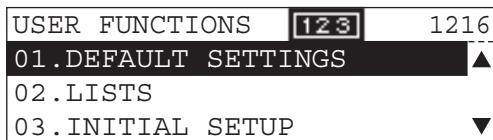
4 Select "LIGHT/DARK" with (▲) and (▼) buttons, and then press the [ENTER] button.

```
COPY SETUP
02.APS/AMS               ▲
03.IMAGE MODE
04.LIGHT/DARK            ▼
```

5 **Select the mode of the density adjustment with the ⬆ and ⬇ buttons, and then press the [ENTER] button.**
AUTO: The equipment detects the density of an original and sets the appropriate copy density automatically.
MANUAL: You can set the copy density manually.

```
LIGHT/DARK
1.AUTO                          ▲
2.MANUAL
                                ▼
```
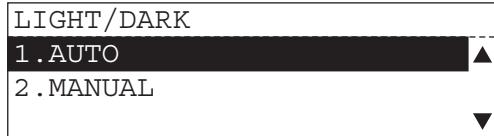
If "AUTO" is selected, the automatic copy density mode is set and the screen returns to the menu in step 4. Proceed to step 7.
When you select "MANUAL", proceed to step 6.

6 **Select the density with the ⬆ and ⬇ buttons, and then press the [ENTER] button.**
The density can be set in seven levels from "LIGHT3" (Lighter) to "DARK3" (Darker).
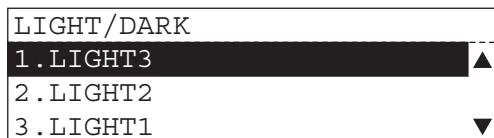
```
LIGHT/DARK
1.LIGHT3                        ▲
2.LIGHT2
3.LIGHT1                        ▼
```

7 **Press the [CANCEL] button several times or press the [FUNCTION CLEAR] button once.**
The screen returns to the "user functions mode" main screen.

8 **Press the ⬚ (copy mode) button.**
The screen returns to the "copy mode" main screen.

Finishing Mode

This section describes how to set the initial finishing mode.

1 Press the [USER FUNCTIONS] button.

The "user functions mode" main screen is displayed.

2 Select "DEFAULT SETTINGS" with ⓐ and ⓥ buttons, and then press the [ENTER] button.

```
USER FUNCTIONS  123    1216
01.DEFAULT SETTINGS     ▲
02.LISTS
03.INITIAL SETUP        ▼
```

3 Select "COPY SETUP" with ⓐ and ⓥ buttons, and then press the [ENTER] button.

```
DEFAULT SETTINGS
01.GENERAL SETTINGS     ▲
02.COPY SETUP
03.FAX SETUP            ▼
```
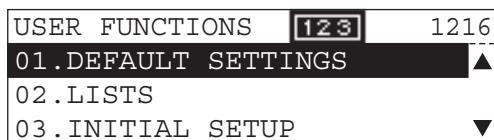
4 Select "FINISHING" with ⓐ and ⓥ buttons, and then press the [ENTER] button.

```
COPY SETUP
03.IMAGE MODE           ▲
04.LIGHT/DARK
05.FINISHING            ▼
```
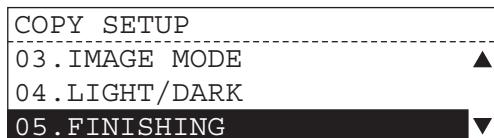
5 **Select the initial finishing mode with the ⊙ and ⊙ buttons, and then press the [ENTER] button.**

The following finishing modes can be selected:
NONSORT, SORT, ALTERNATION and MAGAZINE SORT

```
FINISHING
--------------------------------------
2.SORT                              ▲
3.ALTERNATION
4.MAGAZINE SORT                     ▼
```
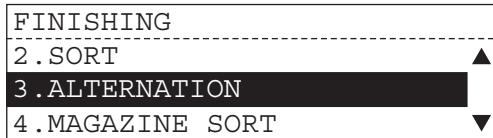
The initial finishing mode is set and the screen returns to the menu in step 4.

6 **Press the [CANCEL] button several times or press the [FUNCTION CLEAR] button once.**

The screen returns to the "user functions mode" main screen.

7 **Press the ⌷ (copy mode) button.**

The screen returns to the "copy mode" main screen.

Various List Printing

This section describes how to print the list in order to check the following information.

DEPARTMENT CODE: The department codes which have been registered and the counter values of each department code

FUNCTION: The contents of the settings in this equipment

SUPPLY NOTICE: Supply information of the equipment

ITU MAILBOX: The box numbers and attributes of the mail boxes which have been registered, and the registration date/time of the originals

CONFIGURATION PAGE: The setting status of the Network Printer Kit (optional)

NIC STATUS PAGE: The NIC (Network Interface Card) information of the Network Printer Kit (optional)

1 Press the [USER FUNCTIONS] button.
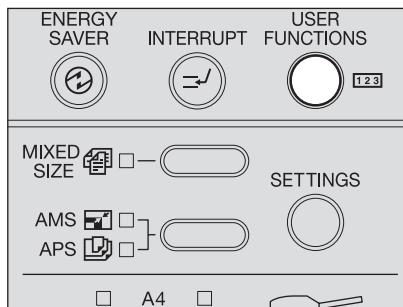
The "user functions mode" main screen is displayed.

2 Select "LISTS" with ⒜ and ⒝ buttons, and then press the [ENTER] button.
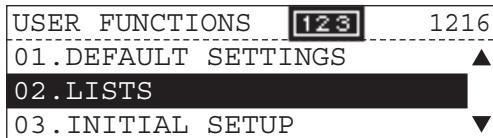
3 **Select the list you want to print with the ⏶ and ⏷ buttons, and then press the [ENTER] button.**

```
LISTS
1.DEPARTMENT CODE        ▲
2.FUNCTION
3.SUPPLY NOTICE          ▼
```
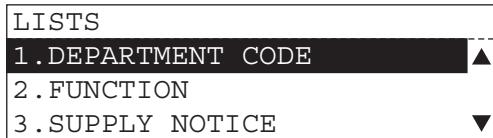
Notes

- "SUPPLY NOTICE" is displayed only when the Fax Kit or Scanner Upgrade Kit (both optional) is installed.
- "ITU MAILBOX" is displayed only when the Fax Kit (optional) is installed.
- "CONFIGURATION PAGE" and "NIC STATUS PAGE" are displayed only when the Network Printer Kit (optional) is installed.

The list is printed.
See the following page for the printing example of each list.
P.211 "List Print Format"

4 **Press the [CANCEL] button several times or press the [FUNCTION CLEAR] button once.**
The screen returns to the "user functions mode" main screen.

5 **Press the ⬛ (copy mode) button.**
The screen returns to the "copy mode" main screen.

Menu List Printing

This section describes how to print the menu list of the equipment.

1 **Press the [USER FUNCTIONS] button.**
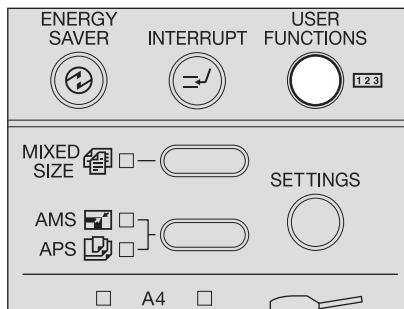
The "user functions mode" main screen is displayed.

2 **Select "MENU LIST" with ⊕ and ⊖ buttons, and then press the [ENTER] button.**

```
USER FUNCTIONS  123      1216
------------------------------
02.LISTS                    ▲
03.INITIAL SETUP
04.MENU LIST                ▼
```

The menu list is printed.
See the following page for the example of the menu list.
⚟ P.211 "List Print Format"

3 **Press the [CANCEL] or [FUNCTION CLEAR] button.**
The screen returns to the "user functions mode" main screen.

4 **Press the** ⌹ **(copy mode) button.**
The screen returns to the "copy mode" main screen.

ROM Version Display

This section describes how to display the product version.

1 Press the [USER FUNCTIONS] button.
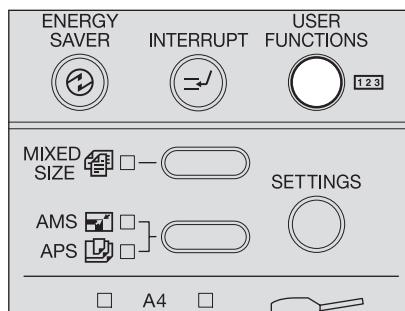
The "user functions mode" main screen is displayed.

2 Select "MACHINE REVISIONS" with ⊙ and ⊙ buttons, and then press the [ENTER] button.

```
USER FUNCTIONS  123      1216
----------------------------------
04.MENU LIST                    ▲
05.TEST MODE
06.MACHINE REVISIONS            ▼
```

The product version of the equipment is displayed.

3 Press the [CANCEL] button several times or press the [FUNCTION CLEAR] button once.

The screen returns to the "user functions mode" main screen.

4 Press the ⌨ (copy mode) button.

The screen returns to the "copy mode" main screen.

6

TROUBLESHOOTING

This chapter describes how to deal with error messages, how to release a paper jam, how to replace a toner cartridge and how to resolve other troubles.

When This Message Appears

A message appears when a problem occurs on the equipment. Check the items on the list below and take a countermeasure accordingly.

Message	Meaning	Countermeasure
Misfeed in ***	This appears when an original or a sheet of copy paper is jammed at the place indicated by "***".	Remove any jammed paper. 📖 P.172 "Paper Jams"
Close ***	This appears when any cover of the equipment indicated by "***" is not securely closed.	Close the cover securely.
CASSETTE * empty	This appears when the paper in a drawer indicated by "***" has run out.	Set paper in the drawer. 📖 P.37 "Placing paper in drawers"
Count over	The number of pages scanned has exceeded the maximum value (250 sheets).	Select "Print" on the LCD screen to copy the data scanned so far. Select "Cancel job" to delete all the data scanned so far.
Call for service	This appears when the repair or adjustment by your service technician is needed.	Contact your service representative. When the [8] key of the digital keys and the [CLEAR/STOP] button are pressed simultaneously, an error code (consisting of a letter of the alphabet and numbers) appears on the display. Contact your service technician with this code. ⬛ Caution **Never attempt to repair, disassemble or modify the equipment by yourself.** This could cause an electric shock, a fire or serious injury. Contact your service representative when the equipment is in an abnormal condition or any malfunction is found.
Time for maintenance	This appears when the maintenance by your service technician is needed.	Contact your service representative.
BYPASS empty	Paper set on the bypass tray has run out.	Place paper on the bypass tray. 📖 P.59 "Using Bypass Tray"
Toner is low	There is only a little toner remaining in the toner cartridge.	There is still a little toner remaining in the toner cartridge. Do not replace the toner cartridge until "Toner empty" appears on the display. ⬛ Notes • The message may not appear because the toner remaining in the cartridge does not lie evenly. • When the message appears, it is advisable to purchase a new TOSHIBA-recommended cartridge to prepare for its replacement.

Message	Meaning	Countermeasure
Toner not recognized	The toner cartridge is not installed correctly.	Install the toner cartridge correctly.
	A toner cartridge not recommended by TOSHIBA is being used.	Use a TOSHIBA-recommended toner cartridge. If you want to use a toner cartridge other than the one we recommend and you feel annoyed by this message, contact your service representative. 📖 P.13 "Recommended toner cartridges"
Toner empty	The toner in the toner cartridge has run out.	Replace the toner cartridge with a new one. 📖 P.185 "Replacing Toner Cartridge"
Invalid Dept.Code	The department code entered in the department code entering screen is not correct.	Enter the correct department code. If you do not know the department code, contact your administrator.
Memory is full	The built-in memory of the equipment has become full.	Select "Print" on the LCD screen to copy the data scanned so far. Select "Cancel job" to delete all the data scanned so far.
Clear paper output tray: PRESS START KEY.	Approx. 250 sheets of paper have continuously exited and the equipment stops copying to prevent the copied paper from overflowing from the tray.	Remove the paper from the receiving tray, and then press the [START] button. Copying resumes. Press the [CLEAR/STOP] button to end the copy job. "Memory clear?" appears on the LCD screen. Select "YES", and then press the [START] or [ENTER] button.

Paper Jams

Checking position of paper jams

When a jam of copying paper or original occurs in the equipment, the copying operation stops and the following message appears on the display to indicate the positions where the paper is jammed.

```
┌──────────────────────────────────┐
│  ╔═╗   ┊Misfeed in copier        │
│  ║ ║╲  ┊--------------------------│
│  ╠═╝ ╲ ┊Open side cover     ▲     │
│  ╠══╗  ┊of the copier.            │
│  ╚══╝  ┊                 ▐1/ 6▌▼  │
└──────────────────────────────────┘
```
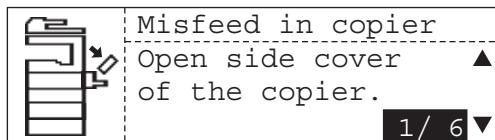
Check the message, remove any paper jam, and then press the [START] button to resume copying.

Tip

When a jam of copying paper or original occurs in the equipment, the procedure to remove the jammed paper appears on the display. Press the (▲) and (▼) buttons to scroll up and down the procedure.

Message	Position of Paper Jam
Misfeed in doc.feeder	Inside of the optional Reversing Automatic Document Feeder / Automatic Document Feeder (🕮 P.174)
Misfeed in bypass	Bypass tray (🕮 P.177)
Misfeed in duplexer	Inside of the optional Automatic Duplexing Unit (🕮 P.178)
Misfeed in copier	Inside of the transfer unit (🕮 P.179)
	Inside of the fuser unit (🕮 P.181)
	Drawer of the optional Paper Feed Unit (🕮 P.183)
	Drawer of the optional Paper Feed Pedestal (🕮 P.184)

When paper jams occur frequently

When paper jams occur frequently, they may be due to one of the causes listed below. Check the following items when they occur frequently:

- Originals which are not acceptable for the Reversing Automatic Document Feeder (optional) / Automatic Document Feeder (optional) are placed.
  📖 P.53 "Precautions for Reversing Automatic Document Feeder (optional) / Automatic Document Feeder (optional)"
- Paper which is not acceptable for the equipment is used.
  📖 P.36 "Paper types not acceptable"
- The sizes of paper placed in the drawer or on the bypass tray are not registered into the equipment properly.
  📖 P.45 "Preparation 3 - Registering Size of Paper Placed"
  📖 P.60 "Preparation - Registering paper size placed on bypass tray"
- More jammed paper is still remaining after the release of a paper jam.
- There is no gap between the side guides and the paper in the drawer, or the gap is too wide.
- The stack height of the paper is exceeding the indicators in the drawer.

When releasing jammed paper

Observe the following precautions when you release jammed paper:

Do not tear jammed paper.
Pull out jammed paper carefully with both hands, trying not to tear it. If you release it forcibly, the jammed paper will be torn and it will make the release difficult. If it is torn, be sure that the torn part is not left inside the equipment.

Do not touch the fuser unit or the metal part around the unit.
When you release paper jammed within the fuser unit, do not touch the fuser unit or the metal part around the unit. This could cause burns, or injury to your hands if you touch the inside of the equipment.

Do not touch the photoconductive drum.
When you release the paper jammed within the transfer unit or the fuser unit, be careful not to touch the photoconductive drum. This could stain the copy images.
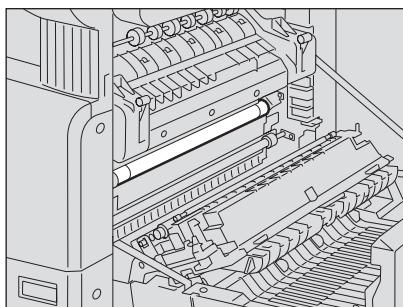
Paper jams within Reversing Automatic Document Feeder (optional) / Automatic Document Feeder (optional)

1 Raise the lever, and then open the upper cover.
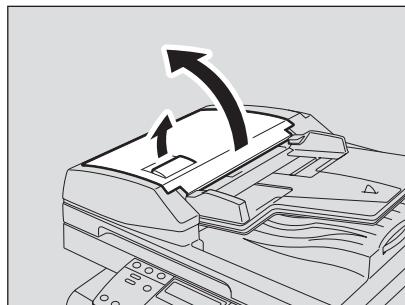
2 Release the jammed original.
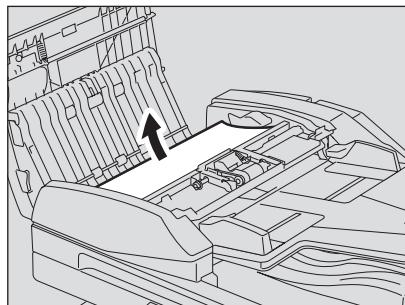
3 Turn the dial to release the jammed original.
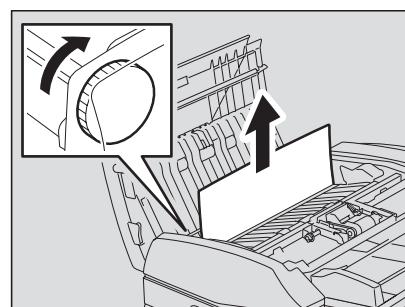
4 **Open the transport guide.**
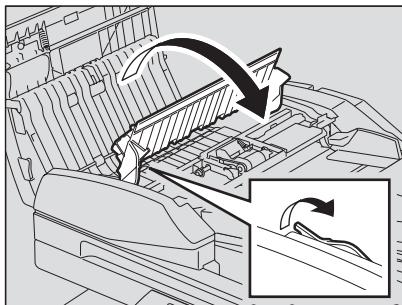
5 **Raise the guide plate under the transport guide, and then release the original jammed under the guide plate.**
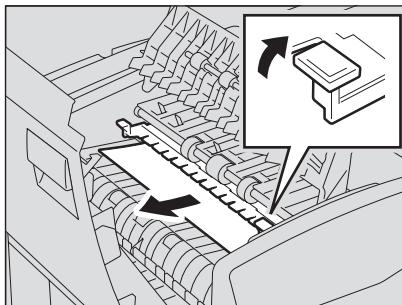
6 **Close the transport guide, and then close the upper cover.**

When the Automatic Document Feeder is used, the releasing procedure ends here. When the Reversing Automatic Document Feeder is used, go on to the following procedure.

7 **Open the Reversing Automatic Document Feeder.**
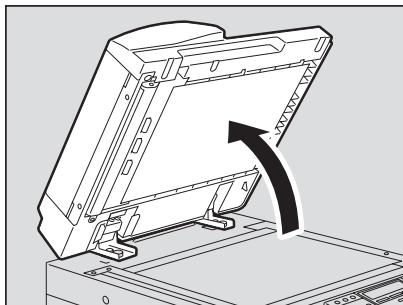
8 Open the reverse cover, and then remove the original.
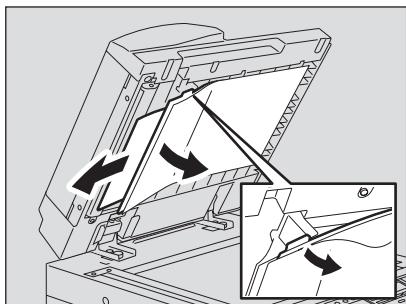
9 Close the Reversing Automatic Document Feeder slowly.
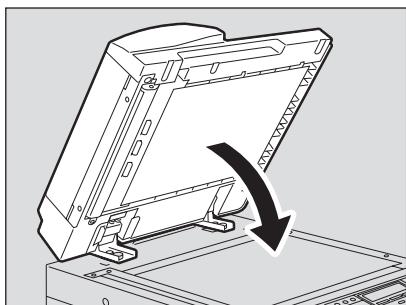
10 Raise the lever, and then open the upper cover.
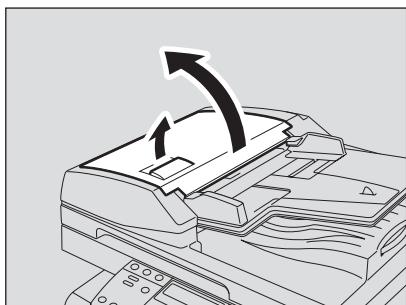
11 **Raise the original feeding tray, and then remove the original under the tray.**
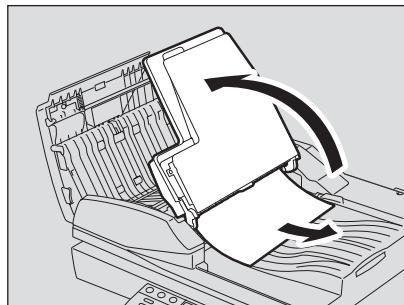
12 **Lower the original feeding tray.**

13 **Close the upper cover.**
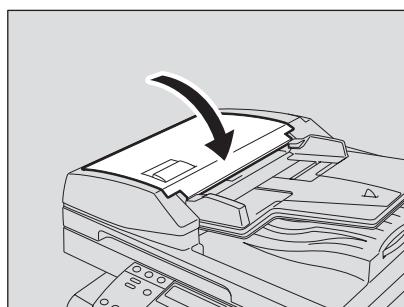
Paper jams on bypass tray

1 **Pull out the paper jammed on the bypass tray.**
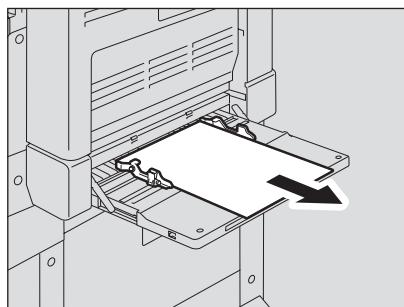
Paper jams within Automatic Duplexing Unit (optional)

Caution

Be careful not to let your fingers be caught between the equipment and the side cover.
This could injure you.

1 **Open the side cover.**
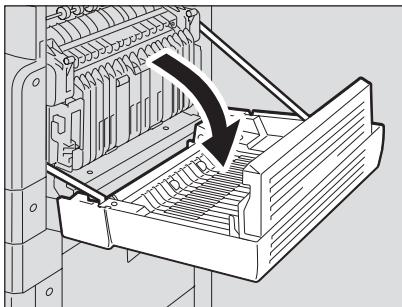
2 **Release the jammed paper.**
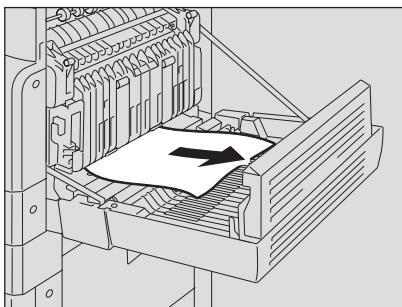
3 **Close the side cover.**

Paper jam behind transfer unit

Caution

Be careful not to let your fingers be caught between the equipment and the side cover.
This could injure you.

1 **Open the side cover.**
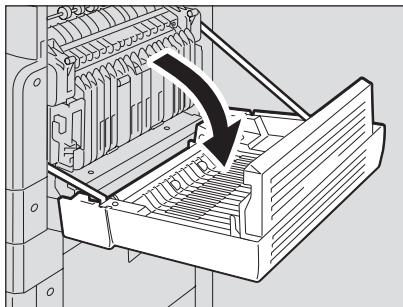
2 **Pull the transfer unit toward you carefully to lay it down while holding up the green lever.**
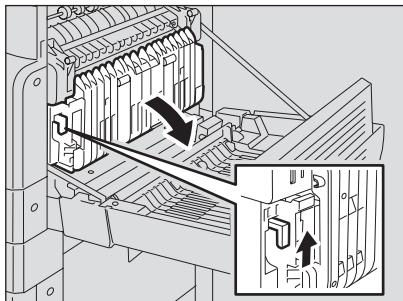
3 **Release the jammed paper.**

Caution

Be sure not to touch the photoconductive drum when releasing the jammed paper.
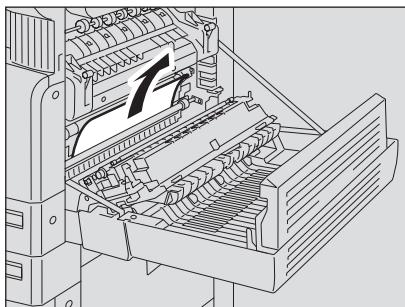
4 **Open the transport guide of the paper feeding area and check if any paper is jammed under this guide. Clear the paper if there is any.**
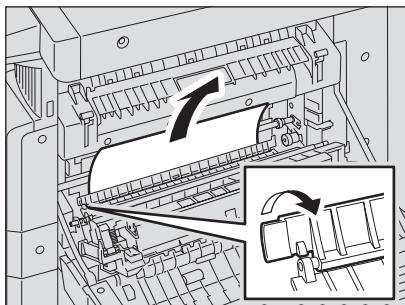
5 **Close the transfer unit and the side cover.**

Paper jams within fuser unit

- **Be careful not to let your fingers be caught between the equipment and the side cover.**
  This could injure you.
- **Do not touch the fuser unit or the metal part around the unit.**
  This could cause burns, or injury to your hands if you touch the inside of the equipment.

1 **Open the side cover, and then lay down the transfer unit. Then press down the two fuser pressure release levers (green) until they come to a stop.**

Note

Press down the levers fully until they stop.
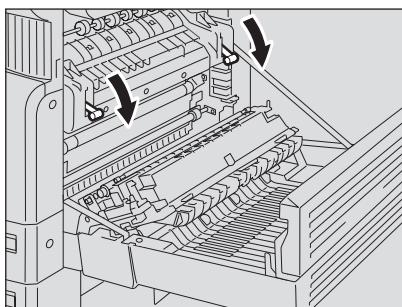
2 **Open the transport guide while holding the knob (A).**
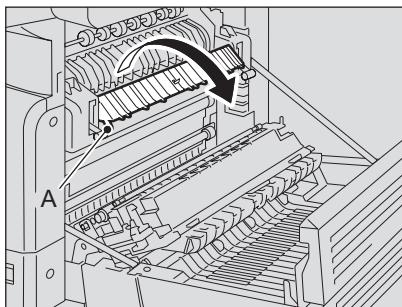
3 Release the jammed paper.

Pull the jammed paper up or down as shown below depending on the position of the paper.

Caution

Be sure not to touch the photoconductive drum when releasing the jammed paper.
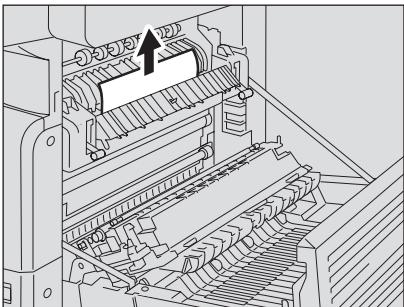
Pulling it up   Pulling it down
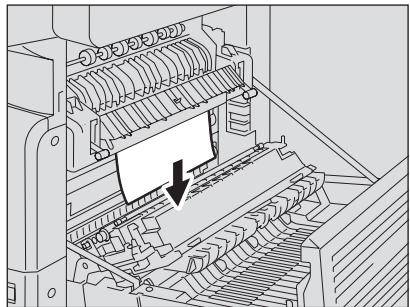
4 Return the transport guide to its original position, and then close the transfer unit and the side cover.

Paper jams within Paper Feed Unit (optional)

1 **Open the paper feed cover of the unit.**
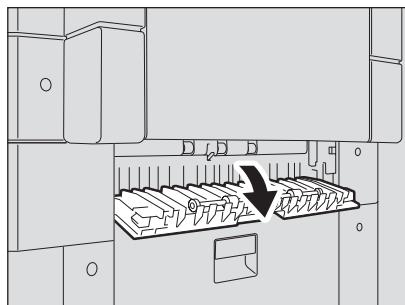
2 **Release the jammed paper.**
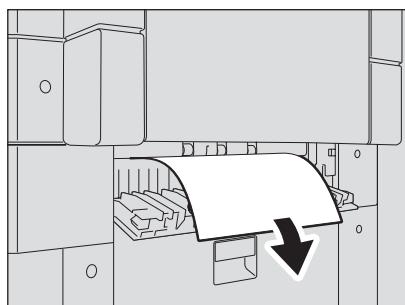
3 **Close the paper feed cover of the unit.**

Paper jams within Paper Feed Pedestal (optional)

1 Open the paper feed cover of the Paper Feed Pedestal.
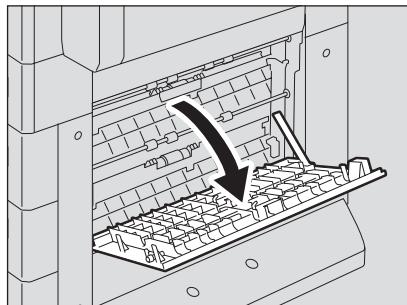
2 Remove the jammed paper.
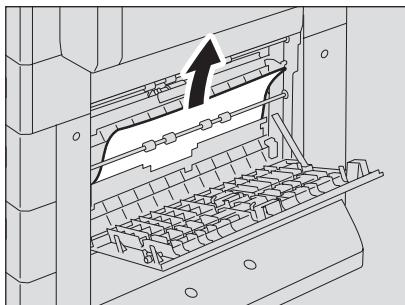
3 Close the paper feed cover of the Paper Feed Pedestal.

Replacing Toner Cartridge

When the toner cartridge runs out of toner, the following message appears on the display.

```
┌─────────────────────────────┐
│ ⊑   ┊ Toner empty           │
│ ┌─┐ ┊ Open front cover.     │
│ └─┘ ┊                       │
│     ┊              1/ 3 ▼   │
└─────────────────────────────┘
```
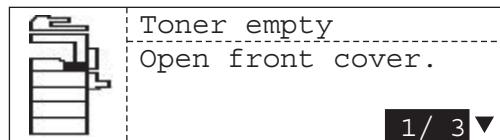
Then, replace the cartridge with a new one.

Tip

When the toner cartridge runs out of toner, the procedure to replace the toner cartridge appears on the display. Press the (▲) and (▼) buttons to scroll up and down the procedure.

Caution

Never attempt to incinerate toner cartridges. This could cause an explosion.

Notes

• Before inserting a new toner cartridge, check the product name of the cartridge. If you can see "T-1640", this cartridge is usable.
• Do not dispose of used toner cartridges. Contact your service representative.
• Do not touch the parts on the circuit board mounted on the toner cartridge because they may be damaged.

Recommended toner cartridges

To assure an optimal printing performance, we recommend that you use TOSHIBA toner cartridges.

If you use a TOSHIBA-recommended toner cartridge, you can utilize the following two check functions of this equipment:

Cartridge detecting function: This function checks if the toner cartridge is correctly installed and notifies you if it is not.
Toner-remaining check function: This function notifies you when there is little toner remaining in the cartridge, as well as notifying it to your service representative automatically by the remote service.

Any copying or printing operation is available even if you are using a toner cartridge other than the one we recommend. In that case, however, the equipment cannot detect whether the toner cartridge is installed or not and therefore an error message "Toner not recognized" appears on the LCD screen, even if the toner cartridge is correctly installed. You cannot utilize the toner remaining check function and the remote service function notifying your service representative automatically either.
If you are using a toner cartridge other than the one we recommend and you feel annoyed by this message, contact your service representative. Your service technician will cancel the cartridge detecting function set by default. Remember once this function has been cancelled, you will not be able to utilize the two functions mentioned above even if you change the cartridge to the one we recommend.

1 **Open the front cover.**
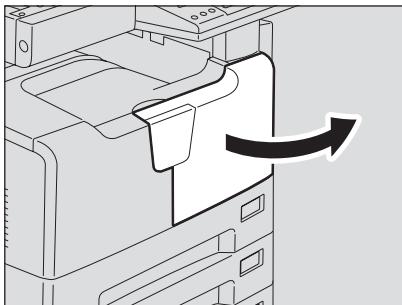
2 **Hold down the green lever.**
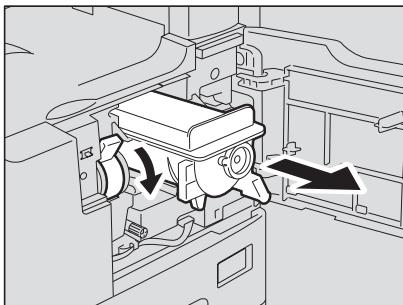
3 **Pull out the toner cartridge.**
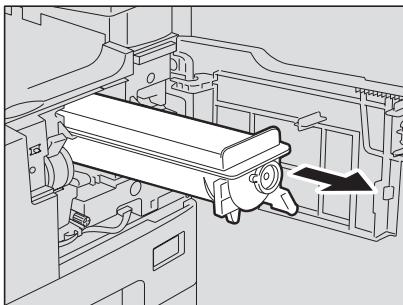
Never attempt to incinerate toner cartridges. This could cause an explosion.

4 **Shake the new toner cartridge well to loosen the toner inside.**
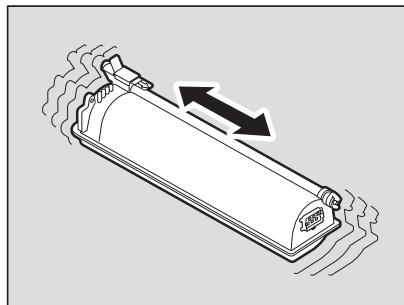
5 **Pull out the seal in the direction of the arrow.**
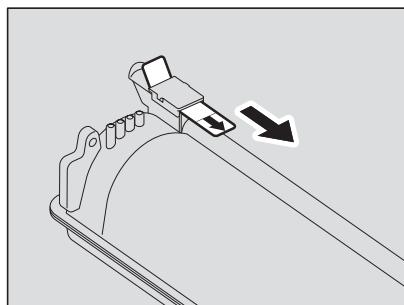
6 **Insert the toner cartridge along the rail.**
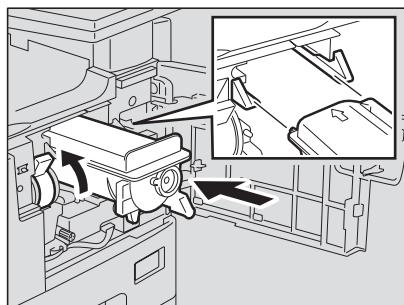
Notes

- Before inserting the toner cartridge, check if the green lever is raised and raise it if not.
- Insert it until you hear a click sound.

7 Clean the charger.

Hold the cleaning knob of the charger and pull it out toward you carefully until it comes to a stop. Then reinsert it in its original position carefully. Repeat this procedure two or three times.
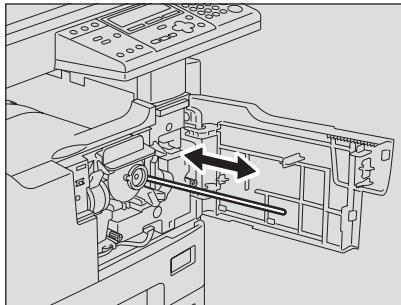
Note

Check if the cleaning knob is fully inserted after cleaning.

8 Open the side cover.
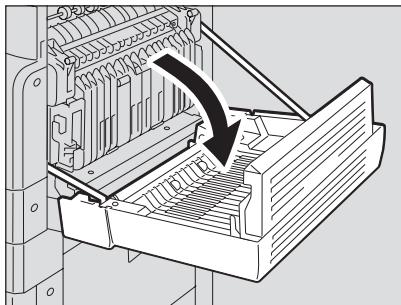
9 Pull the transfer unit toward you carefully to lay it down while holding up the green lever.
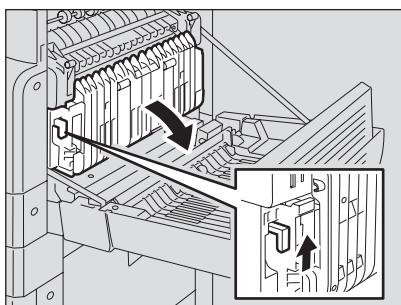
10 **Remove the transfer charger cleaner from the front pocket of the transfer unit.**
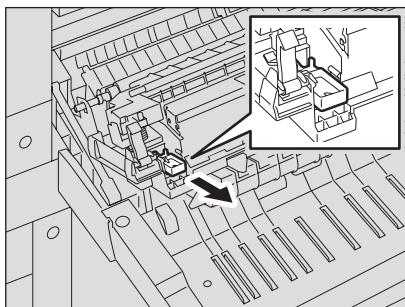
11 **Wipe the transfer charger wire with the transfer charger cleaner.**
(1) Insert the transfer charger cleaner into the front end of the transfer charger.
(2) Push the cleaner onto the front wall, and then check if the cleaner pad has contacted with the transfer charger wire.
(3) Clean the wire from its front end to the other end in two reciprocating motions.
(4) Remove the cleaner from the front end of the transfer charger after cleaning.
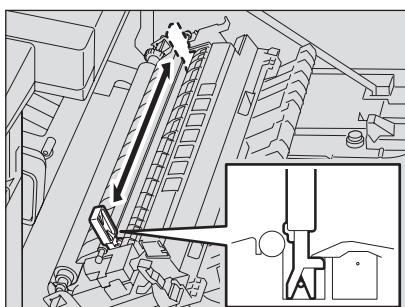
12 **Return the transfer charger cleaner into the cleaner pocket, and then close the transfer unit.**
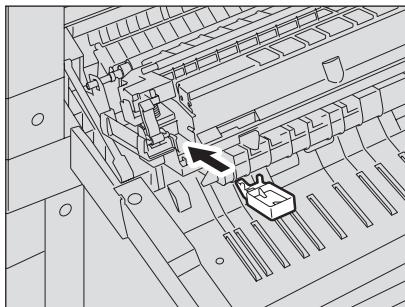
13 **Close the side cover.**

14 **Close the front cover.**
The equipment starts supplying toner.

Before Calling Service Technician

When you encounter trouble using this equipment, check the items listed below.

General operation

Phenomenon	Usual cause	Countermeasure
The equipment does not operate at all.	The power cable is not plugged in securely.	Plug in the power cable securely.
	The weekly timer functions and the equipment is in the sleep mode.	Press any button on the control panel.
The equipment does not operate even when you press any of the buttons.	A message appears on the screen.	Check the message and take any countermeasure accordingly. 📖 P.170 "When This Message Appears"
	The equipment is in the energy saving mode.	Press the [ENERGY SAVER] button to cancel this mode. 📖 P.34 "Saving energy when not in use - Energy saving mode -"
	When the use of the equipment is managed under department management, and the department code has not been entered.	Enter your department code. 📖 P.33 "Preparation 1 - Turning Power ON" 📖 P.141 "Department Code"
	It has been a short time since the power was turned ON.	Wait for the completion of warm-up and then try again.
Scanning stops in the middle. ("Count over" appears on the display.)	The number of pages scanned has exceeded the maximum value.	Select "Print" on the LCD screen to copy the data scanned so far. Select "Cancel job" to delete all the data scanned so far.
Scanning stops in the middle. ("Memory is full" appears on the display.)	The built-in memory of the equipment has become full.	Select "Print" on the LCD screen to copy the data scanned so far. Select "Cancel job" to delete all the data scanned so far.
Copying stops in the middle. ("Clear paper output tray: PRESS START KEY." appears on the display.)	Approx. 250 sheets of paper have continuously exited and the equipment stops copying to prevent the copied paper from overflowing from the tray.	Remove the paper from the receiving tray, and then press the [START] button. Copying resumes. Press the [CLEAR/STOP] button to end the copy job. "Memory clear?" appears on the LCD screen. Select "YES", and then press the [START] or [ENTER] button.
"Saving energy" appears on the display.	The equipment is in the low power mode.	The equipment automatically enters into this mode when a specified period of time has passed since its last use. Copying is enabled.
"Sleep mode" appears on the display.	The equipment is in the sleep mode.	The equipment automatically enters into this mode when a specified period of time has passed since its last use. Warm-up starts either when print data are received or when any button on the control panel is pressed. Copying is enabled when the warm-up has finished.
Copy functions cannot be set.	Other functions that cannot be set simultaneously with copy functions have been set.	Some functions cannot be combined set together. 📖 P.209 "Copying Function Combination Matrix"

Phenomenon	Usual cause	Countermeasure
The department management menu does not appear even though "DEPARTMENT CODE" is selected.	Any department code other than the master code has been entered in the department code entry screen.	If you want to make settings for the department management when it has been already enabled, enter the master code in the department code entry screen, otherwise the department management menu cannot be displayed. 📖 P.141 "Department Code"

Toner-related items

Phenomenon	Usual cause	Countermeasure
"Toner is low" appears on the display.	There is only a little toners remaining in the toner cartridge.	There is still some toner in the toner cartridge. Do not replace the toner cartridge until "Toner empty" appears.
"Toner empty" appears on the display.	The toner in the toner cartridge has run out.	Replace the toner cartridge with a new one.
"Toner not recognized" appears on the display.	The toner cartridge is not installed. Or it is not installed correctly.	Install the toner cartridge correctly.
	A toner cartridge not recommended by TOSHIBA is being used.	Use a TOSHIBA-recommended toner cartridge. If you use a toner cartridge other than the one we recommend and you feel annoyed by this message, contact your service representative. 📖 P.13 "Recommended toner cartridges"
"Toner is low" does not appear on the display, although toner is nearly empty.	The toner-remaining check function has been disabled since the purchase of the equipment.	Contact your service representative.
The equipment does not become ready for copying after the toner cartridge is inserted.	The toner cartridge inserted is not usable for this equipment.	Check the product name of the toner cartridge. If you can see "T-1640", this cartridge is usable.

Original/Copy paper-related items

Phenomenon	Usual cause	Countermeasure
An original jams.	An original not acceptable for the equipment is being used.	Check if the original is acceptable for the equipment. 📖 P.53 "Precautions for Reversing Automatic Document Feeder (optional) / Automatic Document Feeder (optional)"
Copy paper jams.	Copy paper not acceptable for the equipment is being used.	Check if the copy paper is acceptable for the equipment. 📖 P.36 "Paper types not acceptable"
	The size of the copy paper in the drawer or on the bypass tray is not registered properly in the equipment.	Register the size of the placed copy paper properly. 📖 P.45 "Preparation 3 - Registering Size of Paper Placed" 📖 P.60 "Preparation - Registering paper size placed on bypass tray"
	Jammed paper is located in a place you cannot see easily.	See the message on the display to recheck the position where the paper jam has occurred. 📖 P.172 "Paper Jams"
	There is no gap between the side guides and paper in the drawer. Or the gap is too wide.	Adjust the gap between the side guides and the paper properly. 📖 P.37 "Placing paper in drawers"
Multiple feeding occurs.	Paper is clinging to each other.	Fan the paper well and place it again.

Image trouble

Phenomenon	Usual cause	Countermeasure
The density of the copy image is light.	Toner has run out.	"Toner empty" appears on the display when toner has run out. Replace the toner cartridge if the message appears. 📖 P.185 "Replacing Toner Cartridge"
	The copy density is set lighter.	Make the density darker if you use the manual copy density mode. Or use the automatic copy density mode.
	The transfer charger wire is dirty.	Clean the transfer charger wire. 📖 P.200 "Cleaning transfer charger"
The density of the copy image is dark.	The copy density is set darker.	Make the density lighter if you use the manual copy density mode. Or use the automatic copy density mode.
The copied image is stained.	The Reversing Automatic Document Feeder (optional) / Automatic Document Feeder (optional) or the Platen Cover (optional) is not lowered fully.	Lower them fully to block outside light.
	The original glass, platen sheet, scanning area or guides are dirty.	Clean them. 📖 P.198 "Daily Inspection"
	The copy density is set darker.	Make the density lighter if you use the manual copy density mode. Or use the automatic copy density mode.
	A highly transparent original is used.	Place a blank sheet of paper, the same size as the original or larger, over the original.
The copy image is fogged. 	There is a slight gap between the original glass and the original.	Lower the Platen Cover (optional) or the Reversing Automatic Document Feeder (optional) / Automatic Document Feeder (optional) fully so that the original will contact with the original glass.
	The copy paper is damp.	Replace with dry copy paper.
The density level of the copy image is uneven in a horizontal direction. 	The transfer charger wire is dirty.	Clean the transfer charger wire. 📖 P.200 "Cleaning transfer charger"
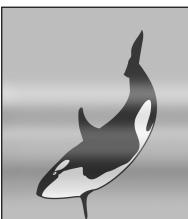
Phenomenon	Usual cause	Countermeasure
The copy image is partially missing.	The size or direction of the copy paper and the original, or the reproduction ratio is not set properly.	Use copy paper of the same size as the original or set the reproduction ratio suitable to the copy paper size.
	The margin for binding is too wide.	Adjust the image shift value again. 📖 P.88 "Shifting Paper to Make Margin - IMAGE SHIFT -"
The copy image has black streaks in a horizontal direction.	The scanning area or guides are stained.	Clean them. 📖 P.198 "Daily Inspection"
	The charger is dirty.	Clean the charger. 📖 P.199 "Cleaning charger"
The copy image has white streaks in a horizontal direction.	The transfer charger wire is dirty.	Clean the transfer charger wire. 📖 P.200 "Cleaning transfer charger"
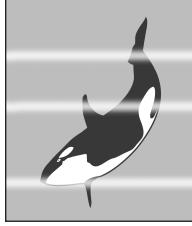
7

MAINTENANCE AND INSPECTION

This chapter describes how to clean this equipment to ensure you get the best possible copy performance.

Daily Inspection

We recommend a weekly cleaning of the following items to assure you the best scanning performance:

Notes

- Be sure not to scratch the parts to be cleaned.
- Do not use solvent such as thinner or benzene to clean machinery. This could cause deformation or tarnishing.
- When using chemical cleaning pads, observe the precautions pertaining to the product.
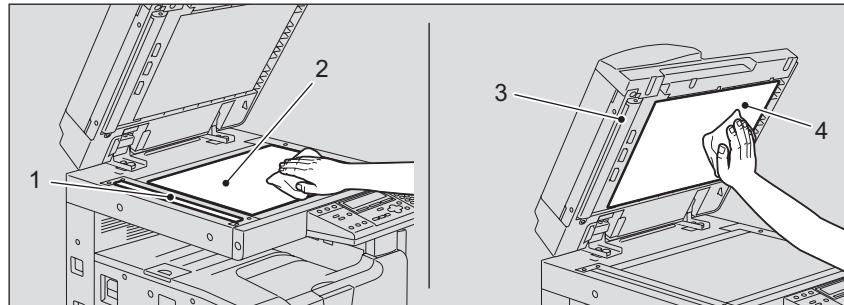
1. Scanning area
Wipe with a sheet of soft dry cloth or soft cloth dampened in water and squeezed tightly. Do not use alcohol or solvent.

2. Original glass

3. Guides

4. Platen sheet
Clean in the following procedure according to the level of staining:
- Wipe with a soft dry cloth.
- Wipe with a soft cloth dampened in water and squeezed tightly.
- Wipe with a soft cloth dampened in alcohol and squeezed tightly, and then wipe with a soft dry cloth.
- Wipe with a soft cloth dampened in diluted mild detergent and squeezed tightly. Then wipe with a soft cloth dampened in water and squeezed tightly. Then wipe with a soft dry cloth.

Cleaning charger

If the inside of the charger is dirty, staining may appear on the copied image. Clean the charger following the procedure below.

1 Open the front cover.
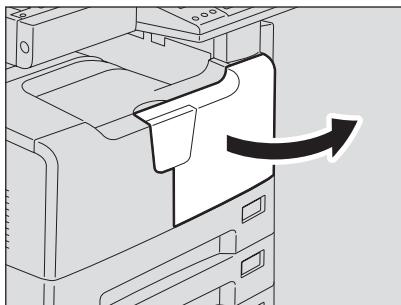
2 Clean the charger.

Hold the cleaning knob of the charger and pull it out toward you carefully until it comes to a stop. Then reinsert it in its original position carefully. Repeat this procedure two or three times.
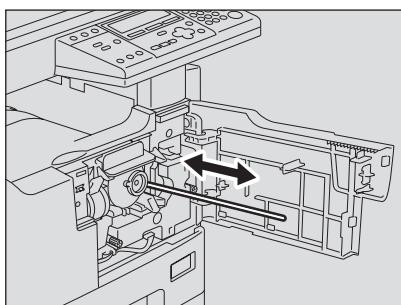
Note

Check if the cleaning knob is fully inserted after cleaning.

3 Close the front cover.

Cleaning transfer charger

When the transfer charger wire is dirty, white steaks or unevenness of the density may appear on copied images, or the density of the whole image may be lowered. Clean the transfer charger wire following the procedure below.

Be careful not to let your fingers be caught between the equipment and the side cover. This could injure you.

1 Open the side cover.
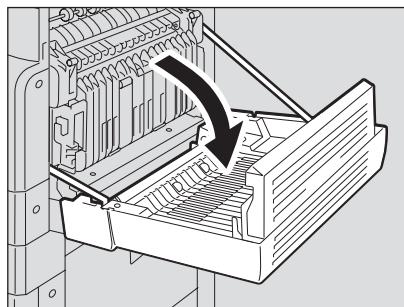
2 Pull the transfer unit toward you carefully to lay it down while holding up the green lever.
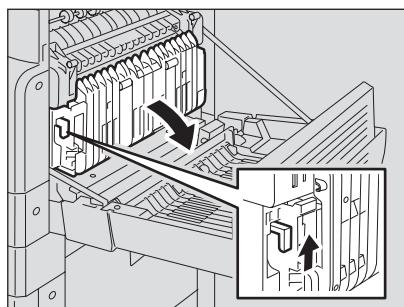
3 **Remove the transfer charger cleaner from the front pocket of the transfer unit.**
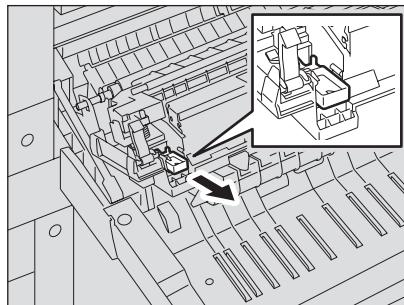
4 **Wipe the transfer charger wire with the transfer charger cleaner.**
(1) Insert the transfer charger cleaner into the front end of the transfer charger.
(2) Push the cleaner onto the front wall, and then check if the cleaner pad has contacted with the transfer charger wire.
(3) Clean the wire from its front end to the other end in two reciprocating motions.
(4) Remove the cleaner from the front end of the transfer charger after cleaning.
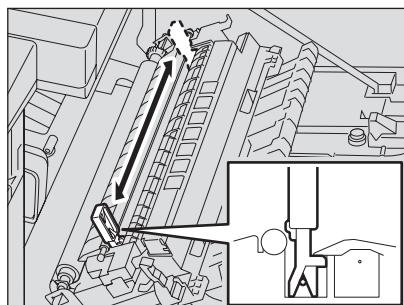
5 **Return the transfer charger cleaner into the cleaner pocket, and then close the transfer unit.**
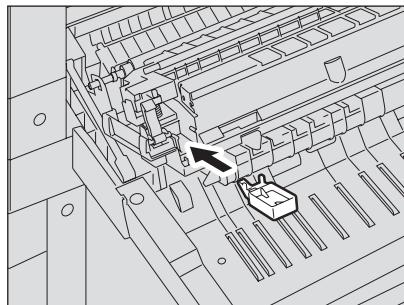
6 **Close the side cover.**

8

SPECIFICATIONS AND OPTIONS

e-STUDIO165/205 Specifications

Model name		DP-1650/2040
Type		Desktop type
Original glass		Fixed
Printing (copying) system		Indirect electrophotographic method
Developing system		2-component magnetic brush developing
Fusing method		2 halogen lamps
Photosensor type		OPC
Original scanning system		Flat surface scanning system (When the Reversing Automatic Document Feeder / Automatic Document Feeder is installed: Fixed scanning system by feeding the original)
Original scanning sensor		Linear CIS sensor
Scanning light source		LED
Resolution	Scanning	600 dpi x 600 dpi
	Writing	2400 dpi x 600 dpi (Smoothing process)
Acceptable originals		Sheets, books and 3-dimensional objects
Acceptable original size		Max. A3
Acceptable copy paper size	Drawer	A3, A4, A4-R, B4, B5, B5-R, FOLIO, LD, LG, LT, LT-R, COMP, 13"LG
	Bypass	A3, A4, A4-R, A5-R, B4, B5, B5-R, FOLIO, LD, LG, LT, LT-R, ST-R, COMP, 13"LG
Acceptable copy paper weight	Drawer	64 - 80 g/m^2
	Bypass	64 - 80 g/m^2 (for continuous feed) 50 - 163 g/m^2 (for single feed) 64 - 80 g/m^2 (When the Automatic Duplexing Unit is used.)
Warm-up time		Approx. 25 seconds
First copy time (A4 portrait)		7.6 seconds or less
Continuous copy speed		See P.205 "Continuous copying speed"
Multiple copying		Up to 999 copies (digital key entry)
Excluded image width	Copy	Leading edge: 3.0±2.0 mm, Trailing edge: 3.0±2.0 mm, Both edges: 2.0±2.0 mm
	Printer	Leading edge: 5.0±2.0 mm, Trailing edge: 5.0±2.0 mm, Both edges: 5.0±2.0 mm
Reproduction ratio	Actual size	100±0.5%
	Zoom	25 - 200% (in 1% increments)
Paper supply	Drawer	250 sheets (80 g/m^2)
	Bypass	100 sheets (80 g/m^2)
Toner density adjustment		Magnetic auto-toner system
Exposure control		Automatic plus manual selection from 7 exposure steps
Environment (for normal use)		Temperature: 10 º - 30 ºC, Humidity: 20 - 85% (No condensation)
Power requirements		220 - 240 V±10%, 8 A (50/60 Hz), 127 V±10%, 12 A (50/60 Hz) (for Saudi Arabia 100 V version only)
Power consumption		1.6 kW or less (including optional equipments), 1.5 kW or less (including optional equipments) (for Saudi Arabia 100 V version only)
Dimensions (equipment only)		600 mm (W) x 658.6 mm (D) x 462.5 mm (H)
Weight		Approx. 32.5 kg
Space occupied (equipment only)		948 mm (W) x 658.6 mm (D)
Storage capacity		Max. 250 sheets or until the memory is full (TOSHIBA's own chart)
Loading capacity for the receiving tray		Approx. 250 sheets (64 g/m^2)

- These specifications vary depending on the copying conditions and the environment.
- Specifications and appearance are subject to change without notice in the interest of product improvement.

Continuous copying speed

sheets/min.

Paper size	Feeder	e-STUDIO165	e-STUDIO205
A4, A5-R[*1], B5, LT, ST-R[*1]	Drawer	16	20
	Bypass tray	16	20
A4-R, B5-R, LT-R	Drawer	15.5	15.5
	Bypass tray	15.5	15.5
B4, FOLIO, LG, COMP, 13"LG	Drawer	13	13
	Bypass tray	13	13
A3, LD	Drawer	11	11
	Bypass tray	11	11

*1 A5-R and ST-R can be placed only on the bypass tray.

- The values above are measured when originals are set on the original glass, 100% and non-sort multiple copies are made.
- TOSHIBA-recommended paper is used for the values of the specifications above.
- The bypass copying speed is as listed above when specifying the paper size.
- This specification varies depending on the copying conditions and the environment.

Specifications of Options

Reversing Automatic Document Feeder

Model name	MR-3019
Copy sides	1-side, Duplex
Number of originals (A4)	100 originals (50 - 80 g/m^2) or 16 mm or less in height (more than 80 g/m^2)
Feeding speed	45.5 - 182 mm/s
Acceptable originals	A3, A4, A4-R, A5-R, B4, B5, B5-R, FOLIO, LD, LG, LT, LT-R, ST-R, COMP (A5 and ST size are not acceptable.)
Paper weight	1-sided original: 50 - 127 g/m^2, 2-sided original: 50 - 127 g/m^2
Power source	Power supplied from the equipment
Dimensions	600 mm (W) x 513 mm (D) x 135 mm (H)
Weight	Approx. 11.5 kg
Power consumption	33 W max.

Automatic Document Feeder

Model name	MR-2017
Copy sides	1-side
Number of originals (A4)	100 originals (50 - 80 g/m^2) or 16 mm or less in height (more than 80 g/m^2)
Feeding speed	45.5 - 182 mm/s
Acceptable originals	A3, A4, A4-R, A5-R, B4, B5, B5-R, FOLIO, LD, LG, LT, LT-R, ST-R, COMP (A5 and ST size are not acceptable.)
Paper weight	50 - 127 g/m^2
Power source	Power supplied from the equipment
Dimensions	600 mm (W) x 513 mm (D) x 135 mm (H)
Weight	Approx. 11.0 kg
Power consumption	30 W max.

Automatic Duplexing Unit

Model Name	MD-0103
Acceptable Paper	A3, A4, A4-R, A5-R, B4, B5, B5-R, FOLIO, LD, LG, LT, LT-R, ST-R, COMP, 13"LG
Power Source	64 - 80 g/m^2
Weight	Approx. 1.2 kg

Paper Feed Unit

Model name	MY-1027
Acceptable paper size	A3, A4, A4-R, B4, B5, B5-R, FOLIO, LD, LG, LT, LT-R, COMP, 13"LG (Non-standard sizes are not acceptable.)
Paper weight	64 - 80 g/m^2
Maximum capacity	250 sheets (80 g/m^2)
Dimensions	530 mm (W) x 577 mm (D) x 125 mm (H)
Weight	Approx. 5.0 kg

Paper Feed Pedestal

Model name	KD-1013
Acceptable paper size	A3, A4, A4-R, A5-R, B4, B5, B5-R, FOLIO, LD, LG, LT, LT-R, ST-R, COMP (A5, ST and non-standard size are not acceptable.)
Paper weight	64 - 80 g/m^2
Maximum capacity	550 sheets (80 g/m^2)
Dimensions	623 mm (W) x 657 mm (D) x 367 mm (H)
Weight	Approx. 26.0 kg

Drawer Module

Model name	MY-1028
Acceptable paper size	A3, A4, A4-R, A5-R, B4, B5, B5-R, FOLIO, LD, LG, LT, LT-R, ST-R, COMP (A5, ST and non-standard size are not acceptable.)
Paper weight	64 - 105 g/m^2
Maximum capacity	550 sheets (80 g/m^2)
Weight	Approx. 4.0 kg

TOSHIBA-recommended paper is used for the values above. Specifications and appearance are subject to change without notice in the interest of product improvement.

Packing List

Packing list	Set-up instructions
	Operator's Manual
	Power cable
	Photoconductive drum
	Operator's Manual pocket
	Set-up report
	CD-ROM (2 pcs.)

Copying Function Combination Matrix

Combination Matrix 1/2

Already setting \ Next setting	Mixed original sizes	Finishing: Non-sort	Sort	Alternation	Magazine sort	Image shift	Edge erase	Paper type	Duplex: 1>1 Simplex	1>2 Duplex	2>2 Duplex	2>1 Split	Book > 2
Mixed original sizes		No	Yes	No	No	Yes	No	Yes	Yes	Yes	Yes	Yes	No
Finishing: Non-sort	*1		Yes	Yes	Yes	Yes	Yes	Yes	Yes	*1	*1	*1	*1
Sort	Yes	Yes		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Alternation	No	Yes	Yes		Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	No
Magazine sort	No	Yes	Yes	Yes		No	Yes	Yes	No	—	—	—	—
Image shift	Yes	Yes	Yes	No	No		Yes	Yes	Yes	Yes	Yes	Yes	No
Edge erase	No	Yes	Yes	Yes	Yes	Yes		Yes	Yes	Yes	Yes	Yes	Yes
Paper type	Yes	Yes	Yes	Yes	Yes	Yes	Yes		Yes	Yes	Yes	Yes	Yes
Duplex: 1>1 Simplex	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes		Yes	Yes	Yes	Yes
1>2 Duplex	Yes	No	Yes	Yes	No	Yes	Yes	Yes	Yes		Yes	Yes	Yes
2>2 Duplex	Yes	No	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes		Yes	Yes
2>1 Split	Yes	No	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes		Yes
Book > 2	No	No	Yes	No	No	No	Yes	Yes	Yes	Yes	Yes	Yes	
Dual page	No	No	Yes	No	No	No	Yes	Yes	Yes	No	No	No	No
Annotation	No	No	Yes	No	No	Yes	Yes	Yes	No	—	—	—	—
Job build	No	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No
2in1/4in1	No	No	Yes	Yes	No	Yes	Yes	Yes	No	—	—	—	—
ID card	No	No	Yes	Yes	No	Yes	Yes	Yes	No	—	—	—	—
XY zoom	*2	Yes	Yes	*3	*3	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes
Job memory	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

*1 Even when Non-sort has been set, Sort is automatically set.

*2 The function set later will be valid, and the reproduction ratio will be set to 100% automatically.

*3 The function set later will be valid, and the automatic magnification selection (AMS) will be enabled.

Combination Matrix 2/2

Already setting \ Next setting		Dual page	Annotation	Job build	2in1/4in1	ID card	XY zoom	Job memory
Mixed original sizes		No	No	No	No	No	No	Yes
Finishing	Non-sort	*1	*1	Yes	*1	*1	No	Yes
	Sort	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Alternation	No	No	Yes	Yes	Yes	Yes	Yes
	Magazine sort	No	No	No	No	No	No	Yes
Image shift		No	Yes	Yes	Yes	Yes	Yes	Yes
Edge erase		Yes	Yes	Yes	Yes	Yes	No	Yes
Paper type		Yes	Yes	Yes	Yes	Yes	Yes	Yes
Duplex	1>1 Simplex	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	1>2 Duplex	No	No	Yes	No	No	Yes	Yes
	2>2 Duplex	No	No	Yes	No	No	Yes	Yes
	2>1 Split	No	No	Yes	No	No	Yes	Yes
	Book > 2	No	No	No	No	No	Yes	Yes
Dual page			No	No	No	No	Yes	Yes
Annotation		No		No	No	No	Yes	Yes
Job build		No	No		No	No	No	Yes
2in1/4in1		No	No	No		No	No	Yes
ID card		No	No	No	No		No	Yes
XY zoom		Yes	Yes	*2	*2	*3		Yes
Job memory		Yes	Yes	Yes	Yes	Yes	Yes	

*1 Even when Non-sort has been set, Sort is automatically set.

*2 The function set later will be valid, and the reproduction ratio will be set to 100% automatically.

*3 The function set later will be valid, and the automatic magnification selection (AMS) will be enabled.

List Print Format

Department code list

```
DEPARTMENT CODE LIST

                              PAGE        :  001
                              TIME        :  10-04-2006   09:30
                              TEL NUMBER  :  XXX-XXX-XXXX
                              NAME        :  XXXXXXXXXX

DEPT NBR   NAME              DEPT CODE   COPY PGS    TX PGS    RX PGS    Print PGS

 D 01      XXXXXXXXXX        XXXXX         XX          XX        XX         XX
 D 02      XXXXXXXXXX        XXXXX         XX          XX        XX         XX
 D 03      XXXXXXXXXX        XXXXX         XX          XX        XX         XX
 D 99      XXXXXXXXXX        XXXXX         XX          XX        XX         XX
```

Function list

```
                                                    XXXXX XXXXXX    XXXXXXXXXXX
                                                    XXXXX XXXXXX    XXXXX
     FUNCTION   LIST

                                          PAGE        :  001
                                          TIME        :  10-04-2006   09:30
                                          TEL NUMBER  :  XXX-XXX-XXXX
                                          NAME        :  XXXXXXXXX


KEYBOARD TYPE              :  QWERTY           RECOVERY TX            :  OFF
AVAILABLE MEMORY          :  112MB            TTI                    :  ON
                                              SEND AFTER SCAN        :  OFF
GENERAL SETTING                               ACCOUNT CODE           :  OFF
  DRAWER SIZE                                 SEPARATOR PAGE         :  OFF
    DRAWER  1             :  A4               SECURE RX              :  OFF
    BYPASS               :                   MEMORY RX              :  ON
  WALKUP SCREEN          :  COPY             REDUCTION              :  ON
  TIMERS                                      DISCARD                :  OFF
    AUTO CLEAR           :   45SEC            PRIVILEGED RX          :  OFF
    AUTO POWER SAVE      :   15MIN            RTI                    :  OFF
    AUTO SLEEP           :   15MIN
  WEEKLY TIMER           :  OFF
  SPEAKER VOLUME                            REPORTS & LIST
    ALARM VOLUME         :  0                 JOURNAL                :  TX & RX
    KEY TOUCH VOLUME     :  1                   MANUAL OUTPUT        :  ON
    RINGER VOLUME        :  4                   AUTO
    MONITOR VOLUME       :  4                 COMMUNICATION REPORT   :  ON ERROR
                                                DOCUMENT TX          :  ON ERROR (IMAGE)
COPY SETUP                                       MEMORY TX            :  ON ERROR (IMAGE)
  MENU CUSTOMIZE         :  FINISHING            MULTI  TX            :  ON ERROR
  APS/AMS                :  APS                  MULTI  POLL          :  ON ERROR (IMAGE)
  IMAGE MODE             :  TEXT/PHOTO           RELAY ORIGINATOR     :  ON ERROR (IMAGE)
  LIGHT/DARK             :  AUTO                 RELAY  STATION       :  ON ERROR (IMAGE)
  FINISHING              :  NON SORT             RELAY DESTINATION
                                              RECEPTION LIST
FAX SETUP                                       LOCAL MAILBOX        :  OFF
  LINE MONITOR          :  OFF                   REMOTE MAILBOX       :  OFF
  RECEIVE INTERVAL      :   3MIN                 RELAY  STATION       :  ON
  ECM                   :  ON
  DOCUMENT MODE         :  STD
    LIGHT/DARK          :  AUTO             REMOTE SERVICE          :  OFF
  DIAL TYPE             :  MF                 REMOTE ACCESS          :  NO JOB
  ACCESS DIGIT          :                    DOWNLOAD FIRMWARE      :
  REDIAL MODE                                 RDC PASSWORD
    INTERVAL            :   1MIN
    COUNTER             :   1               TOTAL PAGE
  RECEPTION MODE        :  AUTO               SCAN
    RING DELAY          :   1
  MEMORY TX             :  ON
  SECURITY TX
```

Supply notice list

SUPPLY NOTICE FORM

SETUP INFORMATION

DESTINATION SETUP   : ☎XXX-XXX-XXXX

DATE & TIME   : 10-04-2006   09:30

CUSTOMER NUMBER   : XXX-XXX-XXXX

SHIP TO NAME   : XXXXXXXXXX

SHIP TO ADDRESS   : XXXXXXXXXX

CONTACT NAME   : XXXXXXXXXX

CONTACT TEL NUMBER   : XXX-XXX-XXXX

e-STUDIO 165/205 Series

MACHINE NAME   : XXXXXXXXXX

FAX NUMBER   : XXX-XXX-XXXX

TOTAL PRINTED PAGES   :   XXXX

TOTAL SCANNED PAGES   :   XXX

Mailbox list

```
MAILBOX/RELAY BOX REPORT

                              PAGE       :  001
                              TIME       :  10-04-2006   09:30
                              TEL NUMBER :  XXX-XXX-XXXX
                              NAME       :  XXXXXXXXXX

MAILBOX

BOX NBR                TYPE                PGS  FILE NBR  DATE  TIME   FROM

XXXXXXXXXXXXXXXXXXXX   CONFIDENTIAL BOX      X      XX     XX   XX:XX   XXXX
XXXXXXXXXXXXXXXXXXXX   CONFIDENTIAL BOX      X      XX     XX   XX:XX   XXXX
XXXXXXXXXXXXXXXXXXXX   BULLETIN BOARD        X      XX     XX   XX:XX   XXXX
XXXXXXXXXXXXXXXXXXXX   BULLETIN BOARD        X      XX     XX   XX:XX   XXXX

RELAY

RELAY BOX             END STATION                               REPLY  TO  NUMBER

XXXXXXXXXXXXXXXXXXXX   ABB     001    002                        ABB.    003
XXXXXXXXXXXXXXXXXXXX   GROUP   1111                              XXXXXXXXXX
```

Configuration page list

```
        CONFIGURATION PAGE
                    S/N              :  XXXXXXXXXX          TIME          :  '06-04-10  09:30
                    F/W  Ver.        :  XXXXXXXXXXX

 GENERAL
    MEMORY SIZE                                   :  256MB
    OPTIONAL FUNCTIONAL KIT                       :  NOT INSTALLED

 NETWORK SETTING
    GENERAL PRODUCT
        GENERAL
            ETHERNET SPEED/DUPLEX MODE            :  10BASE FULL
    NETWORK
        TCP/IP
            ADDRESS MODE                          :  DYNAMIC
            IP  ADDRESS                           :  XXX.XXX.XXX.XXX
            SUBNET MASK                           :  XXX.XXX.XXX.XXX
            DEFAULT GATEWAY                       :     0.   0.   0.   0
        IPX/SPX
            ENABLE IPX/SPX                        :  ENABLE
            FRAME TYPE                            :  AUTO SENSE
        APPLE TALK
            ENABLE  APPLE  TALK                   :  DISABLE
            DEVICE   NAME                         :  XXXXXXXXXXXX
            DESIRED ZONE                          :  *
    SESSION
        DNS SESSION
            ENABLE  DNS                           :  ENABLE
            PRIMARY DNS SERVER ADDRESS            :     0.   0.   0.   0
            SECONDARY DNS SERVER ADDRESS          :     0.   0.   0.   0
        DDNS SESSION
            ENABLE  DDNS                          :  ENABLE
            HOST NAME                             :  XXXXXXXXXXXX
            DOMAIN NAME                           :
        NETWARE SESSION
            ENABLE BINDERY                        :  ENABLE
            ENABLE NDS                            :  ENABLE
            CONTEXT                               :
            TREE                                  :
            SEARCH ROOT                           :
        BONJOUR SESSION
            ENABLE  BONJOUR
```

NIC status page list

```
===================================================

Unit   Serial  No   : XXXXXXXX

Network Address   : XX;XX;XX;XX;XX;XX

Network Topology : Ethernet                    Connector: RJ45

Network Speed     : auto (default)

Novell Network   Information                    enabled
     Print Server Name            : XXXXXXXXXXXX
     Password Defined             :
     Search Root not defined
     Directory Services Tree not defined
     Directory Service Context not defined
     Scan Rate                    : 5
     Frame Type                   : Auto Sense

TCP/IP Network Information                     enabled
     IP Address             :   XX . XXX . XXX .  XX
     Subnet Mask            :  XXX . XXX .   X .   X
     Default  Gateway       :   XX . XXX . XXX .   X
     Primary DNS Server     :  XXX .  XX . XXX .  XX
     DNS Name               :
     Host Name              :  XXXXXXXXXXXX
     Primary WINS Server    :  XXX .  XX . XXX .  XX
     NetBios Name           :  XXXXXXXXXXXX

IPP Network  Information                     enabled
       Internet Printing Protocol : XXXXXXXXXX

AppleTalk Network Information                    disabled


===================================================

Novell Connection Information
       Couldn't attach to server

AppleTalk Connection Information
       AppleTalk Printer Name: XXXXXXXXXXXX

Raw Socket Connection Information
       Port Number: 9100
```

Menu list

```
MENU LIST  (PROGRAM)

                                              PAGE         :  001
                                              TIME         :  10-04-2006    09:30
                                              TEL NUMBER  :  XXX-XXX-XXXX
                                              NAME         :  XXXXXXXXXX


01.DEFAULT SETTINGS                                04.REPORT & LIST
    01.GENERAL SETTING                                 01.JOURNAL
        01.DRAWER SIZE                                     01.MANUAL OUTPUT
        02.WALKUP SCREEN                                   02.AUTOMATIC JOURNAL
        03.TIMERS                                      02.COMMUNICATION REPORT
        04.WEEKLY TIMER                                    01.TX REPORT
        05.SPEAKER VOLUME                                  02.MEMORY-TX REPORT
        06.DEPARTMENT CODE                                 03.MULTI-ADD REPORT
    02.COPY SETUP                                          04.MULTIPOLL REPORT
        01.MENU CUSTOMIZE                                  05.RELAY ORIGINATOR REPORT
        02.APS/AMS                                         06.RELAY STATION REPORT
        03.IMAGE MODE                                      07.RELAY END REPORT
        04.LIGHT/DARK                                  03.RECEPTION LIST
        05.FINISHING                                       01.LOCAL MAILBOX LIST
    03.FAX SETUP                                           02.REMOTE MAILBOX LIST
        01.LINE MONITOR                                    03.RELAY RECEPTION LIST
        02.RECEIVE INTERVAL                        05.REMOTE SERVICE
        03.ECM                                             01.REMOTE ACCESS
        04.DOCUMENT MODE                                   02.DOWNLOAD FIRMWARE
        05.DIAL TYPE                                       03.RDC PASSWORD
        06.REDIAL MODE                                     04.SUPPLY NOTICE
        07.RECEPTION MODE                          02.LISTS
        08.MEMORY TX                                   1. DEPARTMENT CODE
        09.SEQURITY TX                                 2. FUNCTION
        10.COVER SHEET                                 3. SUPPLY NOTICE
        11.RECOVERY TRANSMIT                           4. ITU MAILBOX
        12.TTI                                         5. CONFIGURATION PAGE
        13.SEND AFTER SCAN                             6. NIC STATUS PAGE
        14.ACCOUNT CODE
        15.SEPARATOR PAGE
        16.SECURE RX
        17.MEMORY RX
        18.REDUCTION
        19.DISCARD
        20.PRIVILEGED RX
        21.RTI
```

INDEX

MULTIFUNCTIONAL DIGITAL SYSTEMS
Operator's Manual for Copying Functions

e·STUDIO165/205

TOSHIBA TEC CORPORATION

2-17-2, HIGASHIGOTANDA, SHINAGAWA-KU, TOKYO, 141-8664, JAPAN

QUALITY SERVICE